

# NOTE TAKING SKILLS

## INTRODUCTION

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Note taking is a way for students to record information from a lecture or reading assignment. It enables them to retrieve the information easily at a later time for study purposes.

Students are active listeners when taking notes because they are processing information in their own words. However, note taking (especially from lectures) is a difficult task because it requires the integration of listening, comprehension, sequencing, eye-hand coordination, writing, and spelling skills. Students can feel overwhelmed when they must take notes and, in some cases, they may even develop a fear of note taking.

It is important for you to stress the value to your child of consistently taking and using notes. Many students want to do the least amount of schoolwork in the shortest amount of time. They believe that as long as they understand a lecture or reading assignment, their memory will serve them and notes are not necessary. Sooner or later, this strategy is sure to fail.

It is easier for students to learn note taking skills from written sources, because they can go back over the information several times, and at a pace that is slower than taking lecture notes. Therefore, taking notes from reading is the easiest way to learn note taking.

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