

...▶ **Note-Taking Guidelines**

- Several ways to take notes
- Notes are for YOU
- Make notes clear and useful to YOU
- Always include a heading on your notes
- Choose information that you think is important and put information in a useful order
- Don't use complete sentences
- Single words can take the place of phrases
- Write number words as numerals (one = 1)
- Use symbols to make notes shorter and note taking faster
 - #, %, @, \$, &, =, +, -, ↑, ↓
- Use abbreviations to make notes brief
 - w/o, U.S.A., Oct., vocab.
- Know what the topic or subject is before deciding how to take notes
- Choose a note-taking format that works best for the topic and for YOU
 - bulleted list
 - T-charts
 - spider web
 - others: