

WHAT DO I WRITE DOWN?

1. Focus ALL your attention on the speaker.
2. Write down ALL pertinent information – main ideas, facts, details, examples, definitions, even “common sense” info – you’re liable to forget it.
3. Anything written on the board or on PowerPoint.
4. Pay special attention to REPEATED information.
5. If the professor is excited about a point, you should write it down!
6. You CAN’T write down every word – get the major points, main ideas, and as much detail as possible. If you miss something, leave space so you can go back and add it later.
7. Pay attention to CUES or TRANSITIONAL WORDS.

Samples of Cues/Transitional Words & Phrases

- There are four parts to...first, second, third, last
- This is important, a major fact, the primary reason, most, often
- Next, then, before, after, when...
- Because, since, consequently, as a result
- On the other hand, however, but, nevertheless, meanwhile, yet
- For instance, for example
- Rarely, sometimes, occasionally, this is an exception, seldom

From Hellyer, Regina, Robinson, Carol, & Sherwood, Phyllis. Study Skills for Learning Power (2nd Edition). Boston: Houghton Mifflin Co., 2001.