

## **Before Class**

- It's very important that you read the text before class; but HOW you read the book makes all the difference.
- If you don't find the time to read the whole chapter, at least look at the pictures (and read the captions). Read the summary and/or peruse the PowerPoint in Blackboard (Bb), if there is one.
- Don't try to memorize the whole chapter. Many instructors will not use ALL the information in the text (some will use none). Most will add information during class lecture time. Usually the instructor will let you know what information is most important both from the book and from class notes.
- Make a list of all the words in the book or lectures that you don't understand. Look them up, or see your professor for clarification.
- If the instructor has data in Bb, read it prior to the class.
- Try to find the same time to study every day. This will become a routine you can follow.
- Try to find a place to study that is quiet and permits you to focus and stay on task.

## **During Class**

- Come prepared! Bring your notebook, pen/pencil/handouts/laptop/text, and any other pertinent class materials.
- Don't try to write down or enter into your laptop every word the professor says. This may be tempting because everything may seem important. It's tricky and takes practice to know what's important in a lecture. Some hints for taking notes:
  - \* If the instructor writes it on the board or shows it on Bb, put it in your notes.
  - \* If the instructor says "this is important" or "you may see this on a future test," put it in your notes.
  - \* If the instructor refers to something in the book, write down the page number and refer to it later.
  - \* Develop your own way of taking notes; there is no right or wrong way. The important thing is that you DO take notes.
  - \* Practice taking notes by watching something on YouTube or TV.
- If you miss something during a lecture:
  - \* Ask the instructor to repeat the information.
  - \* Leave a space in your notes and come back to it later.
  - \* If it's unclear, ASK. Most instructors don't mind students asking for clarification. It may be embarrassing to be the one asking the question, but your classmates will probably be glad you did. Chances are they had the same question. Asking questions does not make you seem clueless, it makes you seem interested.

## **After Class**

- Rewrite your notes. This is time-consuming but does two things. It gives you a chance to review what you covered in class. It also gives you a well-organized set of notes to use to study for tests. (This strategy works best if the notes are redone shortly after class.)