

Note-taking Assessment

The following statements refer to issues in taking effective notes. Please circle the rating that best reflects your *current* behavior for each item. Be as honest as you can in responding to these statements so that you can create a realistic picture of how you listen and take notes right now. Your strengths and areas for improvement will be more easily recognized if you are accurate and objective as you complete this assessment. An increase in your awareness of these behaviors can lead to more effective choices and enhanced success in learning.

	<u>Ratings</u>			
	Never/Rarely	Sometimes	Often	Almost Always
1. I arrive on time for class rested and alert and with all necessary materials.	1	2	3	4
2. I am able to focus on what the instructor is presenting without excessive day-dreaming or distracting thoughts.	1	2	3	4
3. I take legible notes in a consistent manner during lectures, class activities, and labs.	1	2	3	4
4. I have my own method of abbreviating common words and using key symbols to reduce time and space spent in writing.	1	2	3	4
5. I leave a couple of lines between topics and when I miss something so I can fill it in later.	1	2	3	4
6. I have experimented with a couple of note-taking systems to find out what works best for me.	1	2	3	4
7. Shortly after class I review and edit my notes to make sure I understand and can recall them.	1	2	3	4
8. I check my notes with a classmate to see if I have covered the essentials well.	1	2	3	4
9. I look back over my notes at the end of the week to help me remember them.	1	2	3	4
10. I compare my notes with the textbook as appropriate to insure I am accurate.	1	2	3	4

Effective note-taking can be one of the most powerful of study skills. By adopting the behaviors indicated above and those discussed in the text, you can greatly increase your understanding, learning, and recall of new material.