Taking notes in class leads students to do better on exams because the majority of test answers and questions come directly from your notes.

**Important Note Taking Steps**

1. **Observe**
   - Main Points
   - Key Words
   - Anything written on board or is in the Power Point
   - Visuals
   - Repetition
   - Pauses
   - Anything read from book or notes
   - Tone of voice/level of excitement
   - Obvious clues

2. **Record**
   - **The Cornell Method**
     - Key Words Column
     - Notes
     - Summary
     - Take notes on the right side of the paper
     - Use the “Key Words Column” during review
     - Use the bottom of the page to write summaries
     - Write only on one page of paper

3. **Review**
   - Review notes within 24 hours
   - Edit notes and fill in gaps
   - Fill in the key word column
   - Write a summary
   - Write any questions you have
   - Create a visual

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**Outline**

1. The 3 Steps of Note Taking:
   - A. Observe
   - B. Record
   - C. Review

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**Key Word**

Note Taking = 3 Steps

- Observe
- Record
- Review