

Common Note-Taking Problems

Problem	Solutions
1. I can't pay attention or focus in class.	Get a seat near front of the class. Always try to read notes ahead of class (posted on Blackboard) and think of questions that could be asked in class.
2. I can't keep up with the pace of the faculty's lecture.	Try to use short forms, abbreviations, use initials. Leave openings to fill in later.
3. The professor jumps from topic to topic – moves all over the place.	Get a head start by reading chapters, notes before class if possible have outlines prepared to add notes to and fill in later when editing.
4. Some points don't seem to fit into the topic discussed or taught.	Write them down and star or highlight them to look at later for review – it may make more sense after reading a few times.
5. I can't tell which is important or not.	Try to read ahead of class to become familiar with terms and concepts, get a grasp of key points to gain a basic understanding of the topic.
6. The technical terms are really hard to spell.	Sound them out and use a dictionary later to get the correct spelling – or use texts which often contain glossaries of important terms and words.
7. I don't understand the terms the Instructor uses.	Write them down and leave space to get definitions after class. Also, ask questions about them. The teacher can explain them in class.
8. My faculty read lectures verbatim or from the text.	Try to write notes in the text along columns, add comments and highlight important information.

From Alexandria Technical and Community College Website 2014