

Tips for Successful Volunteer Note Takers

Of course, the first step to taking effective notes is to attend all lectures, sit in the front of the classroom, and be an active listener.

The following suggestions will help you become a great note taker:

- Record the date and class on the top of the first page of notes.
- ALWAYS Number your pages.
- Use dark ink if writing your notes by hand.
- Write neatly. Make notes complete and clear enough to understand when you come back to them.
- If you use abbreviations, make sure you include a “key” so your notes can be understood.
- Highlight important items with asterisks (*) or draw circles or boxes around main topics. You can even highlight important ideas, terms, and concepts with different colors. Indentation and underlining can also be used to emphasize a point. Show uncertainty with a circled question mark.
- Leave plenty of white space for later additions. Skip lines. Leave spaces between main ideas.

Information to Include in Your Notes:

- Anything written on the board or presented on an overhead.
- Any information that is repeated or emphasized by the instructor, especially when the following phrases are used: “finally,” “remember,” “most important,” etc.
- Numbered or listed items.
- Important or new terms, definitions, and examples.
- References to your text book.
- Include pertinent comments made by your class mates.
- Ask questions about topics that need more clarification.

If you ever feel like you aren’t able to keep up, DON’T WORRY - just write down key nouns and verbs so that you can return to fill in any gaps. Make sure you leave blank spaces for missed information.

Lastly, review your notes and fill in any gaps.

You are now ready to scan your notes and upload them:

To upload your notes, please visit: www.notetaker.uncc.edu

Remember that even if notes are not taken on a specific date, please indicate that on the note taker web page!

THANK YOU FOR BEING A VOLUNTEER NOTE TAKER!

If you drop a class or you are unable to continue as a volunteer note taker please notify Disability Services immediately: 704-687-0040 notetaker@uncc.edu Frestwell 230

Please contact us if you have any questions or experience any difficulty scanning and uploading notes!

Interested in learning more about note taking?

Visit the **University Center for Academic Excellence** and sign up for a workshop!

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704-687-7837

<http://www.ucae.uncc.edu/>