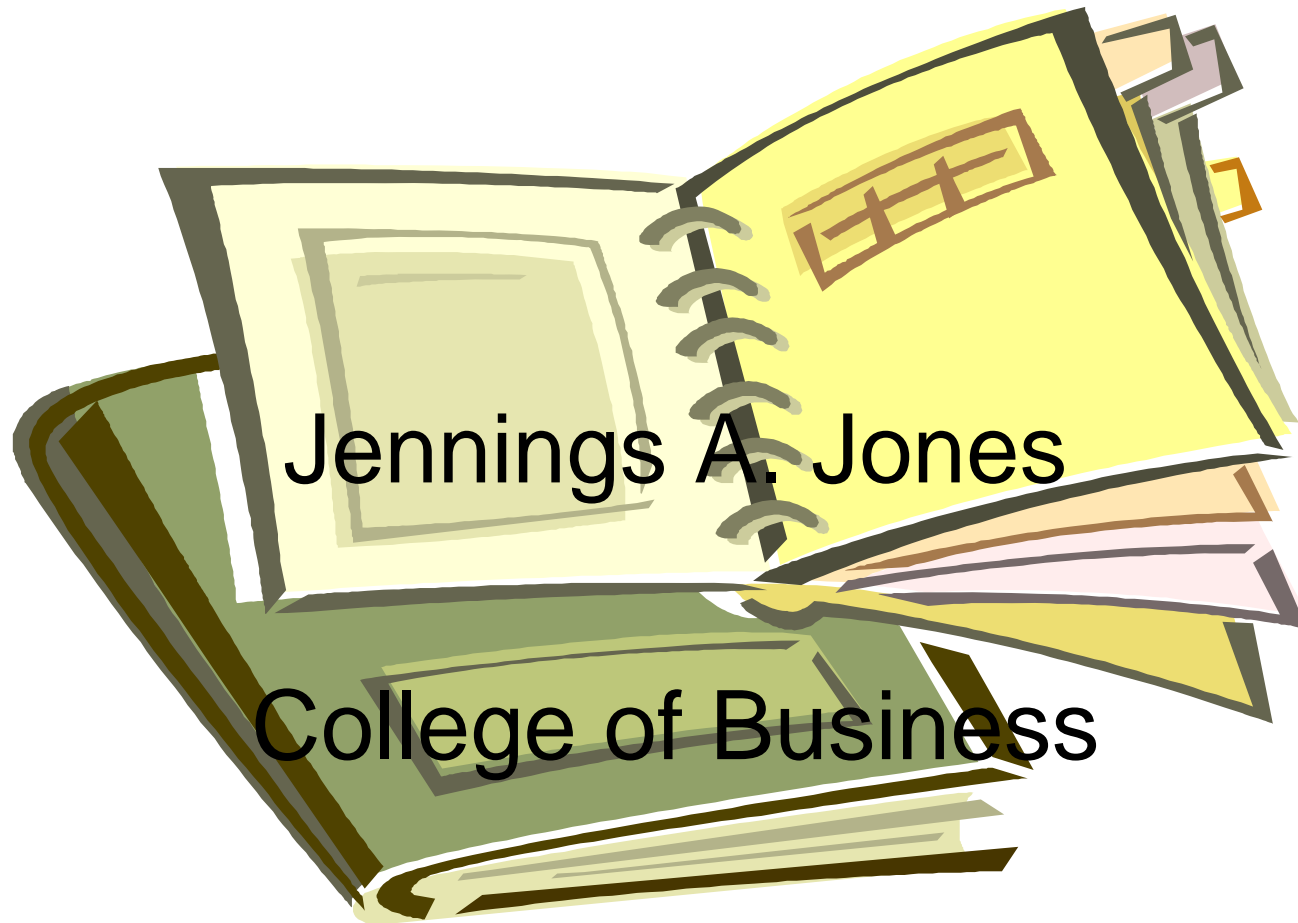
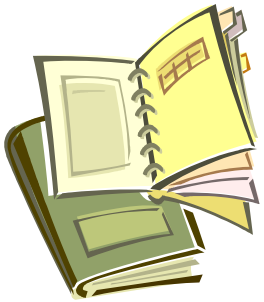


# Note Taking and Retaining Information



Jennings A. Jones

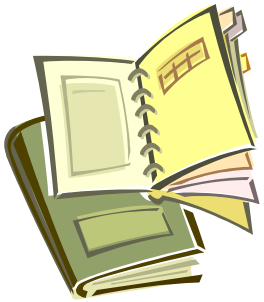
College of Business



# Question

How Many Hours per Week do You Study?

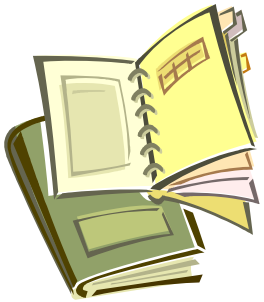




# Question

How Many Hours per Week do You Study?

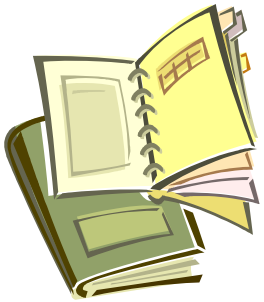
It is recommended that you study 2 hours for every hour of class. Studying includes reading, doing homework, reviewing notes, and studying for tests.



# Question

How do You Take Notes in Your Classes?



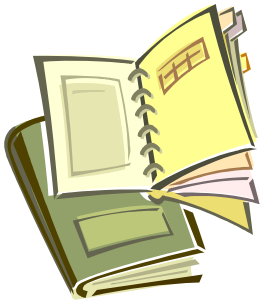


# Question

How do You Take Notes in Your Classes?

Write Everything Down?

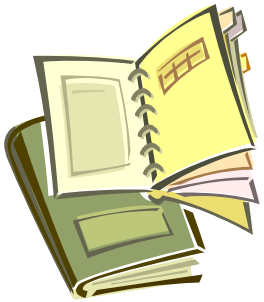
Write Notes in an Outline?



# Question

When do You Start Studying for Tests?



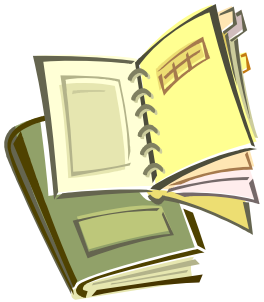


# Question

When do You Start Studying for Tests?

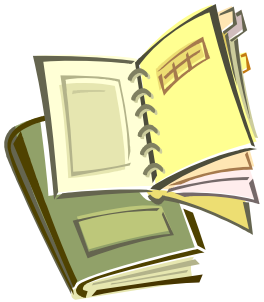
Everything that you do, from the first day of class to the test is helping you prepare for the exam.

Going to class, taking notes, reading the material, and completing assignments will help you with the exam.



# Note Taking

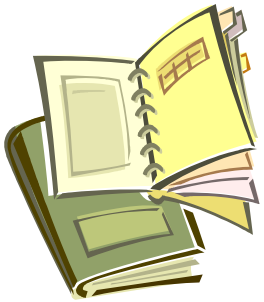
Your class notes are one of your materials that you will use to study for the exam and to understand material. It is important that your notes are clear and reflect what you went over in class.



# Note Books

Use a Full Size Notebook and one that  
Opens Left to Right (write on one side)

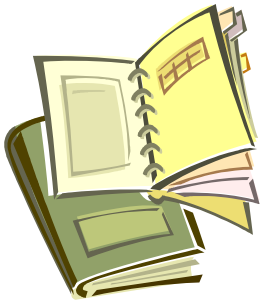
Using a large notebook will give you more room to write.  
Using a notebook that opens left to right will allow you to  
use the opposite page for clarifications and additions to  
your notes. When reviewing, write questions on this  
page to ask professors.



# Outlining

## Use a Modified Outline

- Leave spaces between ideas or concepts. Skip more spaces when you go from one major topic to the next.
- Develop abbreviations so you have more time to take notes. Develop a system for **highlighting** important points. (Underline all dates, or CAPITALIZE all names)



# Review

## **\*\*Review Your Notes Often\*\***

Look over your notes shortly after you leave class. Look over them again before your class begins. The repetition will help you to remember what you need to learn for your tests.

# The Forgetting Curve



At the end of nine weeks, those who reviewed their notes **within a day** recalled about 75% of the information. Those who **did not** review their notes were unable to recall even 50% of the information after one day and only **20%** of the information after nine weeks.

Thank you for completing this workshop. Please contact your advisor if you have any questions.

Please give us your feedback – [click here](#)

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