

# Students Take Note

An important factor in getting good grades in college is your ability to take clear, well-organized class notes. Listening carefully to the instructor's lecture and writing down the important points is the key to successful notetaking. The process of listening and writing at the same time will also help you understand. A few basic techniques can help.

The purpose of class notes is to record the instructor's lesson in a manner that will allow you to review and understand the material afterwards. Your objective, therefore, is to outline the main and supporting ideas and facts so that they are clear and understandable.

Write rapidly in your own form of shorthand. Don't try to take down everything - keep to the main points. Develop your own style of abbreviating and condensing the important data. Some people leave out vowels, for instance, or use only the first syllable, and omit articles and obvious verbs. Common abbreviations and symbols found in most dictionaries can often be of great help.

Instructors' teaching methods will differ. You'll have to be alert to each one's style and organization. Often they start each class with an overview or outline and use it as a framework for their lecture. This, of course, is a good reason for being punctual.

Outlines, diagrams or lists that instructors write on the board are usually important. It is a good idea to record these in your notebook, unless you know that the same material is already covered in your textbook.

Indenting and spacing will help make your notes more readable. Start a new line out to the left for an important heading. Indent subheads under this and so on.

Start a new page for each class, with the date and topic heading the page. When a new major topic or division is intro-

duced, begin another new page so that you will have enough room to record the appropriate material under it.

A lined 8½ X 11 inch notebook is recommended. On the front cover you can paste your work schedule, as well as your name, address and phone number in case you ever misplace it. You can keep all your class notes, and the instructor's handouts, in this one book by tabbing sections for each course. You can also add or delete notes or fresh paper as you need to. Most students, by the way, find that notes made in pen are much more legible and durable than those in pencil.

It is best to write on the right-hand pages only. You can then make your own study, review or textbook notes on the left-hand pages.

Jot down questions as they occur to you in class and hold them for the appropriate moment. They might be answered or become unimportant in a few minutes. But if not, you'll want to have them answered either in class or later.

Be alert to the instructor's tone, emphasis or questions. These may be clues to things that will appear on an exam. For example, if Professor Smith says, "Five important reasons for the treaty were...." or "Remember now....", you can be sure those are things to be recorded.

Class lectures and textbook assignments do not always parallel each other. Your class notes will reflect the instructor's approach to the topic, but you might find it helpful to make additional notes from your textbook on the left-hand page across from your class notes.

Design your notetaking system so that you have sufficient room to record the instructor's material, your reading notes and your review notes on one page or two opposite pages.

Remember, review your class notes as soon as possible after the session has ended. In this way you'll be able to correct, clarify or fill-in where necessary. This review time will also be critical in helping you remember the class material when it is fresh in your mind.

One style of notetaking, developed at Cornell University, has been very helpful to students. One every right-hand page, draw a vertical line from top to bottom, 2½ inches in from the left side. In class use the large 6 inch column on the right for recording the lecture material. After class and during study times, use the smaller left-hand column for making your own review notes. By marking down the key word, idea or fact, it can help you remember what you are studying and when you review for exams. Some students find it helpful to use a colored marker or pen during review to underline the important words or phrases.

Completing textbook or reading assignments before each class will help minimize notetaking in class. You will know whether the material under discussion is in the text or not. You will already have underlined the important ideas in the book, so you won't have to duplicate these points when the instructor makes them. Instead of taking down these same facts write "refer to textbook chapter."

Typing or rewriting notes is normally a waste of time, if they are legible, accurate and complete it is much more productive to spend your time reviewing the notes, reading your text and keeping up every day and every week with your studies.

This feature is one of a series developed for students by college textbook publishers.

## Lou's Corner

When you buy a shampoo for your hair and expect marvellous results, remember shampooing is an art. It is not just slopping the liquid on the head and presto! its done. It requires time to shampoo thoroughly, and the shampoo is as good as your effort. Here are a few tips (for men and women):

Never use more of the shampoo than is necessary. Some concentrates are stronger than others. Measure the liquid before use, according to instructions. Too strong a shampoo can cause skin irritation.

If the hair is of normal texture and oiliness, wet the hair first, before applying the shampoo. Make sure that you lather-rub the shampoo well into the hair before you apply more. Usually a shampoo does not lather well on the first application. Massage the shampoo near the neck, face and ear area, as well as all over. Rinse well with water using temperature that is comfortable. Shampoo a second time gently massaging the head thoroughly.

If it is necessary to wash the hair a third time, do so. Rinse thoroughly. If the hair is tinted make sure that the shampoo is

all out; lather has a tendency to stay on tinted hair as it is more porous.

Use a tepid last rinse water. This not only closes the pores of the skin, it helps the hair to straighten for combing. If a cream rinse is used after the shampoo, do not apply too much as this can cause the hair to acquire pollution quicker, making it dull and oily fast.

To prevent hair from tangling after shampooing add 1 tablespoon of vinegar, or lemon juice, to the last rinsing water.

Wrap the head in a soft towel, always dealing with hair gently. Dry naturally as much as possible, as hair dryers can cause hair to dry and split at the ends.

If the hair is very oily, apply the shampoo to the dry hair, then gradually add a little water sufficient to shampoo. This enables the shampoo to cut the oil first.

If the hair is very dry, rinse after shampooing with a good professional cream rinse and avoid vinegar or lemon rinses.

This sounds like a lot of preparation, but is well worth it. The hair stays cleaner longer, and gives one a feeling of well-being.



Dionne Warwick thought Red Cross was only about hurricanes.



"True. I always thought of Red Cross as a kind of rescue force in times of disaster and little more.

"Then I learned that in towns and cities across America, Red Cross gives the kind of help to individuals that you rarely hear about, because it doesn't make headlines in the newspaper.

"Red Cross, for instance, helps elderly people get to doc-

tors' appointments... and even to the store. They help veterans get back on the track. They teach kids to swim... and how to save lives.

"I found out that if you added up all the different humanitarian jobs Red Cross does in different towns, the number comes to over 100!

"That's why I'm helping to keep Red Cross ready. And why I hope you do, too."



**Keep Red Cross ready.**



**The Iceman Cometh:** Student Bob Foster appears to be delivering icicles to needy students. Actually, he forgot his key.