Note Taking
Training and Tips
At the conclusion of this presentation, you will...

- Understand why note taking is **important**.
- Have some viable options for taking notes in class.
- Know what to include in your notes.
- Know what you need to do in order to get paid.

*Please, for any reasons, let us know if you’re unable to take notes.*
Confidentiality

- Confidentiality is an important aspect of working with students who have disabilities.

- It is your responsibility as a note taker to protect the privacy of the student(s) you are taking notes for – including previous students.

- You agree to maintain confidentiality when you agree to be a note taker and thereafter whether or not you remain a note taker.
Payment Information

- You need to complete the note taker application package.
- You will not be considered as note taker for the class until the paperwork is completed.
- You will be paid $40.00 per credit per class.
- You will be paid when the semester ends or class is completed. Whichever occurs first.
- Your payment will be automatically deposited into your checking or saving account, or Higher One account.
- Payment will be pro-rated if the student drops the class.
Payment Information (Cont’d)

- Payment could be in jeopardy
  - If the quality of your notes are in question
  - Notes are not turned in for the week
  - You miss classes without providing notes from a classmate
- If this occurs, you will be contacted in an attempt to fix the issue.
  - All communications will be through NWTC email and then phone. Therefore, please check your NWTC email daily.
Expectations

- Be on time and stay for the entire class.
- Listen carefully and take notes in class.
- All in-class notes should be clearly and neatly written or typed.
- You are also required to copy all information that is written on the board.
- You are to turn in the copies of your notes to Accommodation Services after each lecture or, the latest, by the end of the week.
- Please be professional and responsible.
What information is important?

Instructors often give clues to important information:

Pay special attention to:

- Materials written on the board
- Repeated information
- Information given emphasis
  - a) Tone of voice
  - b) Gestures
  - c) Amount of time spent on a point
What information is important? (cont’d)

- Words/phrases to watch for:
  a) “Now this is important…”
  b) “Remember that…”
  c) “The important idea is…”
  d) “The basic concept here is…”
  e) “You'll need to remember this…”
  f) “You'll need to understand this before you can move on to that…”
  g) “This will be on the test…”

- Summaries
- Reviews that are given at the beginning of a class
Things to help you take good notes

- Listen for signal words that tell you that something is important and write it down.
- Use abbreviations when you can (Please make sure abbreviations are commonly understood).
- Be consistent.
- Don’t try to write everything down that is said; only important facts.
- Copy the information the instructor writes on the board.
- Circle words you don’t know so you can either ask the instructor or look them up in your book.
Things to help you take good notes (cont’d)

- If some of the notes are online such as PowerPoint, you still need to print them out and add any notes to the provided PowerPoint.
- If you prefer, you can use a laptop to take notes (Please check with your instructor regarding computer usage and noises).
Do…

- Make your notes brief
- Put (most) notes in your own words

Exceptions:

  a) Formulas
  b) Definitions
  c) Specific facts

- Consider using outline form
  a) Write key words
  b) Date your notes

Don’t…

- Try to write down everything the professor says verbatim.
- Forego taking notes because you can get the notes from a classmate.
Tips For Great Note-Taking

- Get to class early
- Look over your notes
- Listen for main ideas and relevant details
- Ask Questions
- Take legible notes
- Annotate/highlight notes
- Use consistent and understandable abbreviations
- Put question marks in left hand margin where clarification is needed
- Write a summary
Before copying your notes...

- You should go back and check that they are complete, correct, and clear.

- When you clean them up, you should:
  a) Check spelling.
  b) Label and indicate important information.
  c) Add key concepts to notes.
  d) Rewrite any sloppy or illegible words.
  e) Make sure any false starts or material to be ignored is completely crossed out.
  f) Add headings or number lists to provide additional structure.
Note Taking Tip Video

- Please open the link below and view the video.
  - [https://www.youtube.com/watch?v=UAhRf3U50lM](https://www.youtube.com/watch?v=UAhRf3U50lM)
1. How can you be considered as a note taker?
2. Is it your responsibility to protect the student’s privacy? Why?
3. Name 2 expectations of a note taker.
4. Name 1 note taking dos and 1 don’ts.
5. Name 2 things you should do before copying the notes.
6. Give 2 note taking tips from the video.
7. How does Accommodation Services contact you if there is an issue?

Answer the above questions and email to: accommodation.services@nwtc.edu

Please, for any reasons, let us know if you’re unable to take notes.