

## TOPS Tips#2

### 3 Stages of Great Note-taking

#### 1. BEFORE CLASS:

#### “BRIDGING”



- Have materials needed (pens/pencils/binder/outlines/highlighter!)
- Complete assigned readings BEFORE class
- Review old notes before you begin new ones!

#### 2. DURING CLASS: Listen for “SIGNALS” from teacher



- Signal statements: “The most important point is...”

#### “Remember that...”

- Mark items (?) that you don’t understand, but still write them  
(ask the teacher to review during after-school help session)

#### 3. AT HOME-

**Review** your notes before you do homework



- Highlight items that are important on outlines/hand-outs
- Identify the information you know well (star, check, etc...) so you can focus on other material more