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Note-Taking in LECTURES: How Authors POINT OUT Important Ideas

Every instructor provides clues to important ideas and clarifying details in lectures, intentionally and unintentionally. When you become aware of these clues, they can help you determine what to write down and learn.

Below is a checklist of common ways instructors indicate main ideas and related details in lectures. Use this list to decode each of your instructors as each one indicates to you what is important to write down and learn. Place an X in the box as you observe your instructor provide clues to main ideas.

Class _____ Instructor _____

	Provides a verbal listing or outlines on the board of what will be covered in class
	Puts information on the board
	Provides handouts
	Actually says something is important
	Tells you to write it down
	Asks questions on a topic

	Presents information in the form of lists - First, second, third, or 1, 2, 3, etc.
	Repeats words or ideas
	Performs a demonstration or experiment