



## INSTRUCTOR STYLE AND NOTE TAKING TECHNIQUES

The following is one way to help you be better note-takers. Because note-taking is such an individual thing that will vary from student to student, and from instructor to instructor, it is essential that you get to know how your instructors teach. Here are eight ways in which you might classify your instructors based on the way they teach. No one instructor will fit exactly into any one of the following classifications; therefore, you must try to understand primarily how your instructors teach. After you do this, you then will be able to determine some ways to take notes in each of your courses.

IF YOUR INSTRUCTOR IS A...	THEN TAKE NOTES LIKE THIS...
1. Booker (goes by the textbook and reads from it in class.)	<ul style="list-style-type: none"> <li>a. Take your textbook to class and underline what's read.</li> <li>b. Take notes in a notebook that clarify information in the book ( use page numbers to relate notes to the book).</li> </ul>
2. Creator (rarely covers information from the book but usually introduces new materials in class.)	<ul style="list-style-type: none"> <li>a. Take notes in a special notebook.</li> <li>b. Take notes on main points and get reference source after class (concept mapping).</li> </ul>
3. Speedster (talks a mile a minute and may sound like he has rocks in his mouth, or words are run together.)	<ul style="list-style-type: none"> <li>a. Use abbreviations and take notes in non-sentences (concept mapping).</li> <li>b. Listen for major ideas/points.</li> <li>c. Use your own words (don't try to use his exact words).</li> <li>d. Leave blanks if you miss information.</li> </ul>
4. Slow-poke (talks very slow and often in a monotone that can put you to sleep.)	<ul style="list-style-type: none"> <li>a. Listen for main ideas (concept mapping).</li> <li>b. Set a goal in terms of amount of notes to be taken and take that many.</li> </ul>
5. Discourager (seldom asks for or calls for student questions and assumes everything is understood.)	<ul style="list-style-type: none"> <li>a. Make question marks in your notes by specific items and ask after class.</li> <li>b. Skim potential lecture materials before class.</li> </ul>
6. Detective (always asking questions, checking to be sure you understand material and wanting you to talk.)	<ul style="list-style-type: none"> <li>a. Skim material before class.</li> <li>b. Take notes on main point of questions and leave room to take notes when he explains (two column technique).</li> </ul>
7. Story teller (always uses a joke or personal experience for an example.)	<ul style="list-style-type: none"> <li>a. Wait until the story is done and take notes when he ties it into his main point.</li> <li>b. If necessary, take notes on punch lines of jokes—humor helps you remember things.</li> </ul>
8. Mentor (takes you "under his wing", is concerned about your projects and progress.)	<ul style="list-style-type: none"> <li>a. Fairly standard outline form to reflect your understanding.</li> <li>b. Have more written or be longer than other classes.</li> </ul>