

BEFORE CLASS

- ‡ USE THE COURSE SYLLABUS TO PREPARE FOR THE CLASS.
- ‡ REVIEW NOTES FROM THE LAST CLASS.
- ‡ COMPLETE PRE-CLASS READINGS.

DURING CLASS

- ‡ STAY ENGAGED, ALERT, AND PARTICIPATE.
- ‡ DATE AND TITLE YOUR NOTES TO KEEP TRACK OF LECTURES.
- ‡ ALLOW EXTRA SPACE SO YOU CAN ADD TO YOUR NOTES LATER. USE ABBREVIATIONS, SYMBOLS AND EXAMPLES TO HELP JOG YOUR MEMORY LATER

AFTER CLASS

- ‡ REVIEW YOUR NOTES WITHIN 24 HOURS TO RETAIN AND NOT RELEARN.
- ‡ HIGHLIGHT OR UNDERLINE IMPORTANT POINTS IN PREPARATION FOR A QUIZ/EXAM.
- ‡ USE MARGIN SPACE TO ADD IN MISSED LECTURE POINTS AND WRITE IN KEYWORDS.

