

NOTE-TAKING STRATEGIES

Use these time-tested strategies to successfully retain information from your Penn State World Campus course textbooks, online modules, and video lectures.



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Before you read/view:

- Briefly review the materials. Make note of outlines, headings, and other key phrases.
- Look for any accompanying study notes to help you prioritize information.
- Review your notes from the previous module or chapter.

While you read/view:

- Write notes in your own words unless you are capturing technical information.
- Add examples to clarify important points.
- Jot down short definitions for new or unfamiliar words.
- Pay special attention to charts and graphs.
- Use different colors to indicate critical information.

After you read/view:

- Look at your notes early and often. Try rewriting information or testing yourself using flash cards.
- Talk to someone else about complex concepts. Explaining them will help cement the information in your memory.

If you'd like additional assistance with your Penn State World Campus courses, please contact the Academic Support team at academicsupport@worldcampus.psu.edu.