

MURPHY BI-WEEKLY WRITING TIP

Dear Murphy Institute Students,

Because it is still early in the Fall Semester, your writing assignments may so far mostly consist of discussion board posts and brief response papers.

That, of course, does not mean you are not writing at all. In fact, this week's tip will focus on the informal writing you do that not only helps you understand the class and reading material, but also prepare for upcoming exams and papers.

Note-taking

Note-taking is concisely recording information that is important to remember and use later

Note-taking is another big topic that cannot be covered in a single tip. However, here are some suggestions for when you are taking notes:

1. Preview class topics (on syllabus) or sub-headings (in your textbook / article)

A common challenge students face is not knowing what to take notes about. Previewing will help you prepare for the topic(s) your notes will cover.

2. Questions help focus your notes, so as you listen / read, consider answering:

- What are the important definitions / terms?
- Who are the important people / professions?
- How do the different ideas connect with one another?
- Are there examples? What evidence is used?
- Could you use any information later, for an assignment or your job?
- Do your classmates raise good points?

3. Keep your notes *brief*

If your notebook is almost a word-for-word recording of what was said or written, you risk not being engaged with the class or the reading. Remember:

You can follow up with the professor if you missed anything the first time, so try writing only the key concepts, names, problems, definitions, and questions you have

4. Review and re-write your notes

Within the day (ideally, an hour), return to your notes. Re-write them in your own words:

Paraphrasing your notes help retain information and make new connections

If you have questions or want to put this into practice, feel free to contact me! 😊

Sign Up for a One-On-One Tutoring Session

1. Visit mywco.com/murphyinstitute
2. [Register for an account](#)
3. Log in and select the "Murphy Queens Writing Center" calendar.
4. Choose any of the available white rectangles.
5. Fill out the form with your assignment info.

I look forward to working with you soon!

Jean Soto, Writing Specialist

Jean.Soto@qc.cuny.edu

(929) 265-2101