Murphy's Writing Center at Queens 9/21/2021 Volume 6, Issue 2

MURPHY BI-WEEKLY WRITING TIP

Dear Murphy Institute Students,

This week's tip will offer more quick suggestions for when you are taking notes – specifically answering the question: *Well, what should I note or notice when the professor is talking to the class?*

Note-Taking (II)

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

Instead of noting *everything*, be strategic with your notes:

1. **Focus on** main ideas, people, and theories
   - You can look up **facts** (dates, events, history, etc.) *later* by reviewing material
   - Allocate class time for **information / connections** you may miss on your own
2. **Listen for** key words or phrases that suggest important points:
   - E.g., *most importantly, this caused, as a result, however, but remember, …*
   - Any phrase that suggests a **definition** or a **list**
     - e.g. "There are **2 reasons** why this policy has been ineffective…"
3. **Note what** the professor emphasizes
   - **Does the professor:** *repeat an idea*? *Rephrase an idea*? *Raise their voice when discussing information*?
4. **Note whatever questions** come to mind
   - Even if they seem silly or unimportant at first, these questions can either show you areas you need to **review** or **ideas** for essays / research projects

For access to the previous note-taking tip, visit this link:
https://murphywc.commons.gc.cuny.edu/wp-content/blogs.dir/3515/files/2021/02/Weekly-Tip-issue-1_fall20.pdf

As always: Remind yourselves what you have accomplished, and Best of Luck!

Sign Up for a One-On-One Tutoring Session

1. Visit https://murphy.mywconline.net/
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.

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