



- Use highlighting, circles, boxes or stars to identify important information in your notes.
- Ask questions during or after class to have information repeated or explained again.
- Use question marks in your notes to show where your information might be incomplete or if it is difficult to understand.
- Be alert for important information being presented; your instructor may show that it is important by:

- ✓ writing the information on the board (diagrams, drawings, formulas, definitions, etc.);
- ✓ spending a lot of time on the information;
- ✓ repeating the information;
- ✓ getting excited or more lively when discussing the information;
- ✓ telling you directly that certain information is important or that it will be on the exam.

**Activity**

**Practise taking notes:**

Take notes as you watch or listen to a news broadcast. Practise listening carefully, focusing your attention, writing down important points, writing quickly, recalling the information and reviewing your notes.

## Review your notes after class

Immediately after class, try to remember what you learned without looking at your notes. You can do this silently, out loud or on paper. Check your notes to see how much of the material you remember.

Review and edit your notes within 24 hours. Rewrite notes that are difficult to read and add details that may be missing while you still remember the information. Your notes should make sense when you study from them later.

**Activity**

**Review by teaching:**

Teach the lesson to another apprentice or to a friend. When you teach someone, you will find that you need to have a good understanding of the subject to explain it well.

## Study your notes and other materials often

Studying is just as important as attending classes.

- Schedule your study sessions for the times you work the best.
- Decide how you should study: alone in a silent setting; alone, but with people around you; or with others in a study group. The setting that is best for you should help you to study, not distract you.
- Divide your study sessions into 30-minute blocks, with 10-minute breaks between each block. Study one topic during each block. Do not study for more than two hours per session.

**Activity**

**Decide how to study:**

What are your best hours for studying?

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What is your best study setting?

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