

ACADEMIC SKILLS SEMINAR

EFFECTIVE NOTE TAKING

1. Go to class prepared.
2. Improve your listening skills.
3. Develop a note taking method that works for you.
4. Pay close attention to content.
5. Review and edit your notes.

BASIC OUTLINING

The main ideas take roman numerals. Sub-points under each main idea take capital letters and are indented. Sub-points under the capital letters, if any, take italic numbers and are further indented.

I. MAIN IDEA

- A. Subsidiary idea or supporting idea to I
- B. Subsidiary idea or supporting idea to I
 - 1. Subsidiary idea to B
 - 2. Subsidiary idea to B
 - a) Subsidiary idea to 2
 - b) Subsidiary idea to 2

II. MAIN IDEA

- A. Subsidiary or supporting idea to II
- B. Subsidiary idea to II
- C. Subsidiary idea to II

III. MAIN IDEA

- A. Subsidiary or supporting idea to III
- B. Subsidiary idea to III
- C. Subsidiary idea to III

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SIX TYPES OF TEST TAKING ERRORS

1. **Misread direction errors** - these occur when you skip directions or misunderstand directions but answer the question or do the problem anyway.
2. **Careless errors** - mistakes made which can be caught automatically upon reviewing the test.
3. **Concept errors** - mistakes made when you do not understand the properties or principles required to work the problem.
4. **Application errors** - mistakes you make when you know the concept but cannot apply it to the problem.
5. **Test-taking errors** - mistakes made because of specific ways of taking a test:
 - Missing more questions in the 1st-third, 2nd-third, or last-third of a test.
 - Not completing a problem to its last step.
 - Changing test answers from correct to incorrect.
 - Getting stuck on one problem and spending too much time.
 - Rushing through the easiest parts of the test and making careless errors.
 - Mis-copying an answer from your scratch work to the answer sheet.
 - Leaving answers blank. If its blank, there's a 100% chance it'll be wrong.
6. **Study errors** - occur when you study the wrong type of material or do not spend enough time studying pertinent material.