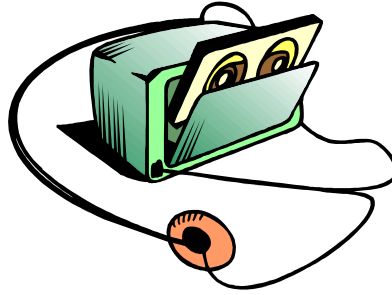


Creating Notes From a Taped Lecture



Before taping...	<ul style="list-style-type: none">• Be sure the tape recorder is working properly and that you know how to use it!• Be sure the tape recorder has a counter so that you can use it to mark important parts of the lecture• Make sure your tape recorder is reliable, whether it's a traditional tape recorder or a digital one.• Make plans for "emergencies" – extra batteries, an extra tape recorder if you have one
While in class...	<ul style="list-style-type: none">• Sit close to the instructor so your recording is clear• Put the recorder on your own desk so you can control it• Check the counter when the instructor covers key information and write the number down; this will make it easier for you to find key information for notetaking purposes and review
When taking notes off of your tape recorder...	<ul style="list-style-type: none">• Use the counter to review important material and bypass irrelevant material• Set key information up using the two-column method, outline method, or a mind map