**Taking Notes in Class – Checklist for Students**

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**Have you ……**

Opened your notepad ready to take notes

Made a note of the subject topic?

Made a note of the date?

**If using a workbook or handouts**

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**Have you …..**

Made a note of the page number your notes relate to?

Made a note of any specific areas where you require  
further help?

Dated and retained any in-class handouts with clear

reference to the subject and handbook page number?