Note Editing Steps

✳ Check to be sure that all the main ideas are listed and clearly stated in the left column.

✳ Check to be sure that all key details are in the right column. If there is irrelevant information, cross it out.

✳ Ask the teacher or another student to provide any missing information.

✳ If necessary, reduce wording into more concise phrases.

✳ Expand abbreviations and wording if the notes are unclear.

✳ Add visual markers (for example: horizontal lines, arrows, or numbers) to further organize notes.

✳ Make sure all note pages are dated and in order.