

TIPS FOR NOTEMAKING in ECONOMICS

Hand written notes can be taken from a variety of sources including: posted on-line readings, web sites, books, class lectures, speeches, presentations and films. As an effective note-maker, you are a reader, listener, and observer.

During your study of economics you will need to take notes that enable you to effectively study for tests and the exam. While the *Economics Glossary* is an important part of this process, you should also be aware of making accurate notes relating to scarcity, markets, government involvement in the economy and other key themes (i.e. demand, supply, elasticity etc...) in the course.

Remember:

Throughout the course you will be regularly called upon to take notes in class, read a document in the Study Guide or posted at the course web site. Keep the following in mind when asked to make notes on readings:

Be brief. Don't write down everything. Instead, write in point form and look for main ideas and supporting evidence. (Providing examples as support is always a good idea). *However, be sure you have written enough so that your notes will make sense to you even weeks / months later.*

- Use short forms such as standard abbreviations, symbols, and your own shorthand.
i.e. 'Increased income leads to Increased demand, causing price and quantity sold to rise' becomes:
 $\uparrow Y \rightarrow \uparrow D \rightarrow \uparrow P$ and $\uparrow Q_{\text{sold}}$ (Keep in mind, however, that homework questions and test/exam responses should be answered in complete sentences)
- Leave a little space between ideas so that you can jot down points and other information as needed. (especially useful when completing homework questions and answering test questions)
- Write notes in your own words. This will help you ensure that you understand what you are learning.
- Preview what you are going to read and ask yourself questions as you read.
i.e. If price is changing in this market, what is causing change – demand side or supply side factors? Effects?
- Look for key words and terms. (*Economics Glossary* helps here!)
- Listen for cues that suggest that a main idea is coming. For example, "as a result" means cause or effect, "second" signals a sequence, and "in conclusion" means a summary.
- Jot down thoughts that come to mind as you are taking notes (i.e. questions – esp. when working on homework and need clarification the next day in class)

WARNING:

Copying and pasting notes from an uploaded document or on-line reading does not qualify as 'taking hand-written' notes. **Recall, when you write, you remember.** When you RIGHT-CLICK-COPY-PASTE, all you do is exercise your index and middle fingers!