**Be ready to record formulas and equations.** These are sentences written in mathematical notation. When you write down a formula or an equation, carefully record and label each of the components or steps in the process.

**Leave space in your notes.** Leave enough room to draw diagrams, write formulas and equations, and copy down problems. Also leave space to record each step as you solve problems and to show your work.

**Use good scientific laboratory practice.** If you think you've made a mistake in a formula, an equation, or a diagram, don't erase or scratch out everything you've written. Instead, draw one or two line through the part containing the mistake. These lines will help you trace your thinking later and find errors that need fixing. Rewrite a clean version of the material on a new page of notes.

**Keep writing if you get off track.** If you fall behind the lecture mark where you got off track and keep writing down what your instructor is saying. You want to record as much of the information as possible—you can always go back later to fill in what you missed.

**Learn the shorthand.** In these classes learn the shorthand so you'll take notes faster and better understand what the information means. (e.g., Hz = hertz, d = distance, BTU = British thermal units).