

COMMON ERRORS IN TAKING NOTES

ORGANIZATION OR FORM

Poor labeling on top

Inadequate indentation; equivalent points not equal distance from page edge

No numbering or emphasis marks

Subtopics not related to major headings

GENERAL FORMAT

Illegible handwriting

Notebook too small

Notes too detailed

Using both sides of the paper

Using pencil

PHRASING

Too wordy

Meaning not conveyed

Some main points missed

Not in own words

Not using abbreviations

No space for adding info later

Incomplete thoughts



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