



Before, During, & After (BDA) Note Taking

This document shows how to take good notes by using the 1/3-2/3 method along with annotations and creating a personal study guide using the Before, During and After (BDA) Note Taking strategy. Write notes in a spiral notebook, on loose-leaf paper, or with a device's application using BDA note taking strategy, like the template shown below:

Before:

Course name/date:

Content location/title:

During:

1/3 of notes

2/3 of notes

After:

Summarize and write questions within 24 hours of class

Before, During, & After Note Taking

Before

At the beginning of class, set-up your notes with the following information:

Basic Information

- Course name & date
- Content title & location (URL, D2L, Page #)

Note Sections – 2 Sections on Paper

- 1/3 is recall (left side) and 2/3 (right side) is notes section – completed during class
- Summary section - completed after class

During

Be an active listener by using questions and an outline to help organize notes during the class

Think While You Write - 1/3 (Left Side)

- As information is shared, write Who, What, When, Where, Why questions
- Actively listen for information that relates to class projects readings, and tests

Organizing with an Outline - 2/3 (Right Side)

- Use numbers, bullet points, underlining, or indenting to structure note

List Big Ideas - 2/3 (Right Side)

- Notes are not transcripts. Focus on the instructor's presentation pattern and listen for repeated ideas, keywords, or topics

Abbreviations (Both Sides)

- Shorten words and phrases to cut down on time spent writing

Symbols (Both Sides)

- Create symbols for important information such as: !, ?, #
- Use place markers to ask the instructor questions and fill-in missing information

After

Recall important information and summarize notes

Recall

- When your class is over, take 5 to 10 minutes and recall information from the presentation
- Write big ideas, create quiz questions, or add vocabulary terms

Summarize

- Within 24 hours of class, revise and reorganize the presentation notes, redraw diagrams, and spell out abbreviations to better understand the content
- Write a summary of what was learned
- Write questions about gaps in understanding