



Note Taking

(Why you should do it and how)

Academic Success Center



Why Take Notes?

- Many Students wonder why they should take notes at all in class. Here are some of the main reasons why you **SHOULD** take notes in every class.
 - It helps you remember the material.
 - It assists with attention during class/lecture.
 - Notes provide you with a record of what was covered in class and can greatly assist with studying for exams.

What You Need!

- You should have a separate notebook for each class!
- You should bring both pencils and pens to each class in order to take notes. (Highlighter's are encouraged to assist with noting important information).



When Should You Take Notes?

- **BEFORE CLASS!** You should take notes on all readings and homework that reflect questions you may have and the key points of the assignment.
- **DURING CLASS!** While the professor/TA is lecturing, class discussion, and during a video/guest presentation.

NOTE TAKING METHODS!

There are several strategies that each person can utilize to assist when taking notes and each will be explored to assist with decision making.

The Cornell Method

Method

- Advantages & Disadvantages

2 ½ inch margin on the left. Leaving a six-inch area on the right in which to make notes during class. Skip a few lines each time a new topic is discussed. Use the left side for key questions.

<u>Advantages</u>	<u>Disadvantages</u>
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Organized	None
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Easy to take key points from	
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Saves Time	
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THE CORNELL NOTES

"CUE
COLUMN"

← *Notetaking Column* →

2. QUESTIONS:

AFTER LECTURE,
FORMULATE Qs
BASED ON NOTES
ON RHS COLUMN.

QUESTIONS HELP:

- CLARIFY MEANING
- REVEAL RELATIONSHIP
- ESTABLISH CONTINUITY
- STRENGTHEN MEMORY

1. **RECORD:** DURING THE LECTURE, RECORD THE LECTURE USING CONCISE SENTENCES & KEYWORDS, IN THIS COLUMN.

3. **RECITE:** COVER THIS COLUMN WITH A PIECE OF PAPER. THEN LOOK AT THE QUESTIONS FROM 2 & TRY TO ANSWER THEM FROM MEMORY, IN YOUR OWN WORDS.

4. **REFLECT:** REFLECT BY ASKING YOURSELF:

- WHAT'S THE SIGNIFICANCE OF THIS FACT?
- WHAT PRINCIPLE ARE THEY BASED ON?
- HOW CAN I APPLY THEM?
- HOW DO THEY FIT IN WITH WHAT I KNOW ALREADY?
- WHAT'S BEYOND THEM?

5. **REVIEW:** SPEND TIME REVIEWING ALL YOUR PREVIOUS NOTES AT THE END OF EACH WEEK.

ADAPTED FROM
"HOW TO STUDY IN COLLEGE"
(7th ed.) BY W. PAUK

PENSANDMACHINE

[SUMMARY]

AFTER CLASS, SUMMARIZE THE NOTES ON THIS PAGE.

The Outlining Method

Method

- Advantages & Disadvantages

Listen and write lecture points in with indentations. Place the most significant information to the farthest left, and supporting information further right under the key point.

Advantages

Organized lectures

Lays out relationships of information

Easy to review

Disadvantages

Not ideal for fast

Lack of diverse note taking

Not ideal for some science/math classes.

Body Language and Oral Presentations

Traditional Format

I. BODY LANGUAGE (conveys your state of mind)

A. Movement

1. Strive for natural movement.
2. Control distracting mannerisms. (pacing, ^{per}clicking).
3. Develop natural style
 - (a) Move forward to stress points.
 - (b) Step back and focus attention on screen.
4. Hold objects so audience can see them. (Never pass them around.)
5. Avoid excessive and uncontrolled movement.

B. Facial Expressions

1. Smile.
2. Appear relaxed and friendly.

C. Gestures

1. Use natural gestures to emphasize what you're saying.
2. Integrate and coordinate gestures with text.
3. Examples
 - (a) number of fingers = number discussed.
 - (b) sizes, shapes - tall, short
4. Use gestures to help pace yourself.
5. Use gestures based on audience size.

D. Posture

1. Practice good posture.
2. Don't prop up against wall or desk.
3. Don't sit unless it's part of presentation.

The Mapping Method

To use this graphic organizer, simply write a key phrase/idea above the supporting information. Explain the supporting information below.

Method

- Advantages & Disadvantages

<u>Advantages</u>	<u>Disadvantages</u>
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Good for visual learners	Not ideal if you don't
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Easy to track relationships	hard to hear the change in
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Good to use for reviewing	points.
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Green Energy

5 Types

Solar

- obtained from solar power

Biomass

obtained from plant matter/animal waste into electricity

Geothermal

- tapping underground reservoirs of heat on Earth's surface

Wind

- windmills convert kinetic into mechanical/electrical energy

Hydroelectric

uses flowing water to move turbines

The Charting Method

Determine the categories that will be covered in the lecture, and create specific categories to place relevant information under.

Method

- Advantages & Disadvantages

Advantages

Reduces Writing
understanding

Easy Review

Disadvantages

Must have

of content.

<u>PERIOD</u>	<u>IMPORTANT PEOPLE</u>	<u>EVENTS</u>	<u>SIGNIFICANCE</u>
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1941-45	FDR	WWII	U.S.A
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			INVOLVEMENT
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The Sentence Method

Write each new topic, idea, or key piece of information on a separate line. Number each new item as you go.

Method

- Advantages & Disadvantages

Advantages

Organized
Gets all info

Disadvantages

Tough to determine major points.

Not Ideal for Review

The slide features two large, thick black L-shaped corner brackets. One is positioned in the top-left corner, and the other is in the bottom-right corner, framing the central text.

FINALLY...

What do you include and how can you tell key information?

Key Information

- You should identify key information and supporting information when taking notes.
- Look for repeated words/ideas, written words and ideas on the board, and spending a good amount of time on a specific topic.
- Listen to the lecturer who may state what is the key information.

Keep In Mind...

- You must attend class regularly in order for these techniques to be effective.
- Review key information before class.
- Write as neat as you can, or ask the professor if you can use your laptop/tablet.
- Ask the lecturer (politely) to repeat information or slow down if necessary.