Note Taking (Why you should do it and how)

Academic Success Center

Why Take Notes?

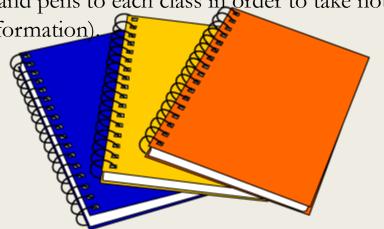
- Many Students wonder why they should take notes at all in class. Here are some of the main reasons why you SHOULD take notes in every class.
 - It helps you remember the material.
 - It assists with attention during class/lecture.
 - Notes provide you with a record of what was covered in class and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

Organized None

Easy to take key points from

Saves Time

THE CORNELLNOTES notetaking Column RECORD: DURING THE LECTURE, RECORD THE LECTURE USING CONCISE SENTENCES & KEYWORDS, IN THIS COLUMN. 2. QUESTIONS: AFTER LECTURE, FORMULATE QS 3. RECITE: COVER THIS COLUMN WITH A PIECE OF BASED ON NOTES ON RHS COLUMN. PAPER. THEN LOOK AT THE QUESTIONS QUESTIONS HELP: FROM 2& TRY TO ANSWER THEM FROM -> CLARIFY MEANING MEMORY, IN YOUR OWN WORDS. -> REVEAL RELATIONSHIP > ESTABLISH CONTINUITY -> STRENGTHEN MEMORY 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 ALREDY? -> WHAT'S BEYOND THEM? 5. REVIEW: SPEND TIME REVIEWING ALL YOUR ADAPTED FROM PREVIOUS NOTES AT THE END OF EACH WEEK. HOW TO STUDY IN COLLEGE" (7th ed.) BY W. PAUK PENSANDMACHINE 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.

<u>Advantages</u> <u>Disadvantages</u>

Organized Not ideal for fast lectures

Lays out relationships Lack of diverse note

of information taking

Easy to review Not ideal for some

science/math classes.

Traditional Body Language and Oral Presentations Format

I. BODY LANGUAGE (conveys your state of mind)

- A. Movement
 - 1. Strive for natural movement.
 - 2. Control distracting mannerisms. (pacing pen 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.
 - 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. Integrate and coordinate gestures with text:
 - 3. Examples
 - (a) number of fingers = number diswood.
 - 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

Method

Advantages & Disadvantages

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

<u>Advantages</u> <u>Disadvantages</u>

Good for visual learners Not ideal if you don't

Easy to track relationships hear the change in

Good to use for reviewing points.

Green Energy 5 Types Solar Geothermal Wind . obtained from solar · tapping underground . windmills convert kinetic power reservoirs of heat on into mechanical/electrical Earth's surface energy Biomass Hydroelectric obtained from plant matter/animal uses flowing water to waste into electricity move turbines

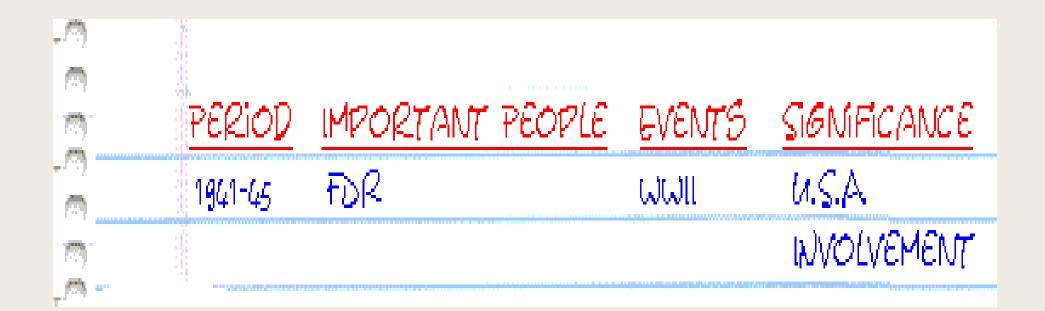
The Charting Method

Method

Advantages & Disadvantages

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

Advantages	<u>Disadvantages</u>
Reduces Writing understanding	Must have
Easy Review	of content.



The Sentence Method

Method

Advantages & Disadvantages

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

Advantages

<u>Disadvantages</u>

Organized

Gets all info

Tough to determine major points.

Not Ideal for Review

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.