Notes on Note-taking

Before Class

- Plan to attend all classes
- Read text ahead of time (at least introduction and summary)
- Review old notes to refresh memory
- List any questions you might have

During Class

Attention

- Maintain attention
  - Improve listening skills
  - Listen for cues
    - (... the most important point here is, the best example, the greatest contribution....)
  - Pay special attention to last 5-10 minutes (important information provided as the professor tries to cram in his/her lesson)
  - Sit where you can see and hear the professor clearly

Taking Notes

Orderly

- Keep notes from each class separately (loose leaf binder or notebook)
- Date and number all pages
- Bring only the loose leaves necessary for note-taking
- Carry extra pen and pencils

Systematic

- Develop your own system of note-taking to distinguish
  - Topics
  - Subtopics
  - Examples
  - Assignments
  - Formulas
  - Definitions

Suggested Methods

- Some suggested methods

1. **Cornell Method (this document)**
   - Leave a generous left margin and take notes
   - Use the left margin to annotate notes and record cue words when reviewing or combining with text material

2. **Outline Method** (this document)
   - Information that is most general begins on the left with each more specific group of facts indented with spaces to the right (this handout)
   - Relationship between different parts is carried out through indenting
   - Require deep understanding and processing, thus can be used when combining text and lecture notes
   - Can also be used if lecture is presented in outline format by the instructor

Sources

Notes on Note-taking

**During Class**

**Suggested Methods**

3. **Mapping Method**
   - Relates each idea or fact with every other idea or fact
   - Graphic representation of lecture content
   - Better used to supplement lecture notes

![Diagram of Extrasensory Perceptions]

3 types

- Telepathy
- Clairvoyance
- Psychokinesis

4. **Charting Method**
   - In chronologically formatted lectures, can use charts

<table>
<thead>
<tr>
<th>Period</th>
<th>Important People</th>
<th>Events</th>
<th>Significance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1945</td>
<td>FDR</td>
<td>WWII</td>
<td>USA involvement</td>
</tr>
</tbody>
</table>

**After Class**

- Review notes as quickly as possible even if it is for 5 minutes
- Change, organize, delete, reduce, expand as needed
- Annotate notes by writing key cue words in the left margin
- Synthesize text and lecture notes
- List questions for clarification
- Write down original thoughts on your notes (develop a system to distinguish original thought from other parts of the notes)
- Go out and have some fun when all is done!!

**Sources**