

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

Deese, J. (1979). *How to Study*. New York: McGraw Hill, Inc.
Paulk, W. (1974). *How to Study in College*. Boston: Houghton Mifflin Co

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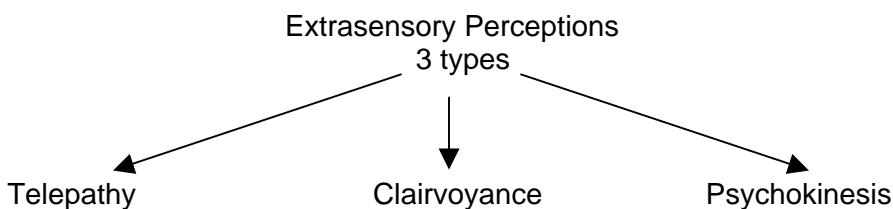
During Class

Suggested Methods

- Some suggested methods (cont'd...)

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



4. Charting Method

- In chronologically formatted lectures, can use charts

<u>Period</u>	<u>Important People</u>	<u>Events</u>	<u>Significance</u>
1945	FDR	WWII	USA involvement

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

Deese, J. (1979). *How to Study*. New York: McGraw Hill, Inc.

Paulk, W. (1974). *How to Study in College*. Boston: Houghton Mifflin Co