

Note Taking

BEFORE LECTURE

- Check the course outline for lecture topics. Write some questions before lecture to be answered by the end.
- Complete outside reading assignments.
- Review any textbook or lecture notes you have already taken.



DURING LECTURE

- Be brief. Summarize in your own words.
- Try to recognize main ideas by signal words. e.g., First, Second, Next, etc.
- If there is a summary at the end of the lecture, listen carefully and make sure your notes are organized well.
- Put question marks in the margins of your paper when you do not understand something and ask the professor at the end of the lecture.

AFTER LECTURE

- Revise your notes as soon as possible after the lecture when it is fresh in your mind.
- Coordinate reading and lecture notes after the lecture.
 - Ask yourself questions like:
 - Was there something repeated in the textbook and lecture?
 - Was there information covered in lecture that wasn't in the textbook?
 - Was there information covered in the textbook that wasn't in the lecture?
 - Did you have any missing information from the lecture that you could fill in with the textbook?
- Review your lecture notes at least once a week. (Preferably every day after lecture).

In Class: The Cornell Note Taking Method

Preparation:

- Write on one side of the paper
- Use your notebook or whatever your notes are on
- Look over notes from the day before

During class:

- Use paragraph format or main idea with the details indented
- Skip lines between major ideas
- Use abbreviations
- Use the number or letter system
- Write legibly

After class:

- Reread and fill in anything you missed
- Underline and [box in] important ideas
- Put words, phrases or questions in recall column
- Refer to notes frequently

Reflection Column:

- Write a summary statement
- Write 2 or 3 test questions in format that is used (multiple choice, fill in the blank)
- Write a personal statement of reflection about the lecture (“I understood _____ well.”)

Your notes should look like this:

Recall Column: Key words, Phrases or Questions	Notes 1. Note..... Skip line 2. Note..... Skip line 3. Note..... Skip line
Reflections, conclusions (your reactions)	

Blackboard

- Many professors use blackboard to post notes before class. If your professor does this, you can take the notes ahead of time.
- Leave space in between the notes.
- In a different color pen, add in lecture notes.
- This allows you to get the notes but also listen to the other important information your professor may add during class.

Outlining a Textbook

- Textbooks contain vital supplemental information to the lecture and some classes rely heavily on the information from the textbook. Here is some information on how to take notes on a textbook chapter:
- Use different colors, shapes, arrows, underlining, etc.
- Indent as you begin to take notes on details
- Use bullets and numbered lists
- Write page numbers next to each section of the outline



Multiple Approaches

- Step 1: Read the very first and last paragraphs of the chapter. This will give you an overall idea of the information being presented.
- Step 2: Write down the major headings with space in between.
- Step 3: Read each section and write down important details and information.

Or...

- Step 1: Count the number of pages to read.
- Step 2: Divide that by the number of days you wish to read.
- Step 3: Write down the pages on each day you want to read and outline accordingly.
- Step 4: Start with headings and add details below.
- Step 5: Use different colors for different concepts, people and important themes.