NOTE-TAKING WORKSHOP

Student Support Services
THE IMPORTANCE OF TAKING NOTES

• The most important information in your course will be discussed by the professor in class.

• Class notes keep you on track of what is being taught.

• Class notes help you prepare for tests.
THE NOTE TAKING PROCESS

• There is actually a process you can follow for note taking.
• The Before
• The During
• The After
BEFORE CLASS

• Read background material.
• Be organized and bring all necessary materials to class.
• Manage your time
• Be physically alert
• Have a purpose for listening
• Have an organized system of taking notes.
DURING CLASS

• Be an active listener
• Be alert and sit where you can see and listen to the professor.
• Establish eye contact with the professor.
• Use symbols and abbreviations in your notes.
• Write down key points only.
• Ask questions
• Leave blanks for missed information
• React to what is being said
AFTER CLASS

• Review notes soon after class.
• Fill in blanks left in notes.
• Organize notes into categories.
• Have a study buddy/group with whom you can review and discuss notes.
• REVIEW, REVIEW, REVIEW!
SYMBOLS AND ABBREVIATIONS

• U = you
• @ = at
• W/ = with
• W/o = without
• Rd = read
• Rd = reading

• 2 = to, too, two
• # = number
• + = and, plus
• X = times
• * = important
• ** = very important
USEFUL TECHNIQUES

• Underlining
  – Vocabulary, important terms, and key points

• Numbering
  – Number steps
  – Order of importance
  – Order of appearance

• Indenting
  – Indent items to convey importance
3 AREAS OF NOTE-TAKING

• Cornell
• Outline
• Note Cards
THE CORNELL SYSTEM

• Directions

  – Set up your notebook paper by dividing it into two sections.

  – The “recall column” and the “note” sections
THE CORNELL DURING CLASS

• Capture the main ideas and their supporting details
• Leave blanks for words and ideas you missed.
• Make headings when topics change or to group ideas.
• Write legibly
THE CORNELL AFTER CLASS

• Read through your notes and fill in the blanks.
• Underline, highlight, or box in the words in the main ideas.
• Using the “recall column” jot in key words or phrases that stand for ideas on the right.
• Cover the right hand column and use your key words from the “recall column” to recite the facts and ideas on the “notes” side.
• REVIEW, REVIEW, REVIEW!
THE OUTLINE SYSTEM

• Outline format
  – Composed of categories of Roman Numerals, letters, and numbers
    • Each key topic has a Roman Numeral
    • Each Roman Numeral has it’s own set of letters
    • Each letter has it’s own set of numbers
THE NOTE CARD

• Note cards are a manual method of note taking.
• You can carry them almost everywhere.
• They can be written in any form or creative way
FINAL TIPS ON NOTE TAKING

- Write your notes clearly
- Date your notes, identify class, subject, book, pages etc.
- Write key points only
- During class, sit where you can see and hear.
- Find the appropriate notebook, folder, binder, etc. for the type of class and the amount of notes you will need to write.
- Use a note taking system that works for YOU!
THANKS YOU

Student Support Services Workshop