

Notetaking Strategies

Why should I take notes during class?

- They help you pay attention to the lecture
- They help you get a sense of what is important
- They go together with textbook readings

How do I take notes during class?

- Write in your own words except: formulas, definitions, facts
- Leave room at the margins to summarize your notes or to add ideas
- Keep your notes in one place (notebook, 3-ring binder, running course document)

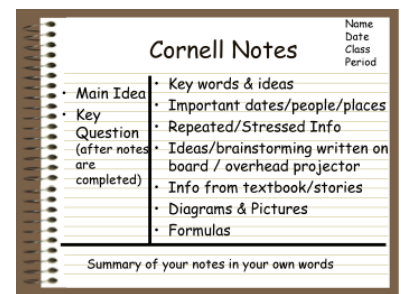
How to Spot Main Ideas

In Textbooks	In Lectures
<ul style="list-style-type: none"> • Bold Print • <i>Italics</i> • <u>Underlined</u> • Chapter Title • Sub-headings • Numbered items • Lettered items • Outline of main ideas and details • Graphs, Charts, Diagrams • Colored or highlighted words or phrases • Chapter summaries • Chapter questions 	<ul style="list-style-type: none"> • Topics, main ideas and details listed on the board • Verbal listing of topics to be covered • Repeated information • Concepts in lecture AND textbook • Professor speaks slower or faster • Topics from handouts • Topics the professor spends a lot of time on • Questions the professor asks in class • Clue words (first, last, more importantly, in contrast, next, furthermore, the first step)

Increase Your Speed in Writing

Use symbols to replace words Equal ➡ = greater than, more than ➡ >	Omit vowels from words Background ➡ bkgnd Learn ➡ lrn
Use abbreviations instead of whole words For example ➡ ex. Department ➡ dept.	Use numbers and letters to replace syllables Before ➡ b4
Use first syllables instead of whole words Biology ➡ bio	Use a “g” instead of “ing” or “n” instead of “tion” Distraction ➡ distractn Regulating ➡ regulatg
Use first letters instead of whole words Capitalism ➡ C Government ➡ G	Only record/write KEY words

Methods of Notetaking

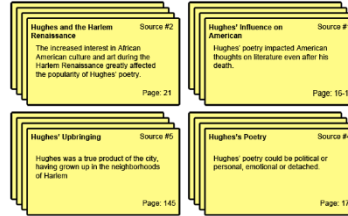


The Cornell Method

- Easy way to gather and organize information
- Helps you recite your notes to prevent forgetting (i.e. self-testing)
- Another way to organize is using the headings “Lecture Notes” and “Reading Notes”

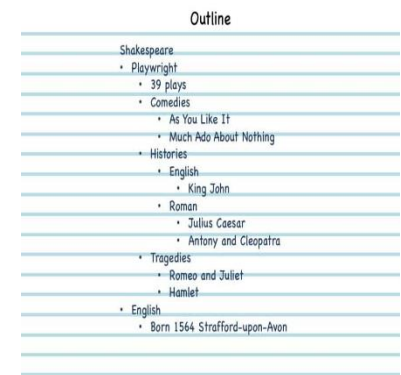
The Note Card Method

- Easy to organize
- Quick to review
- Promote self-testing
- Include visuals and memory devices
- Put the questions or main idea on one side of the card and the answer or details on the other side



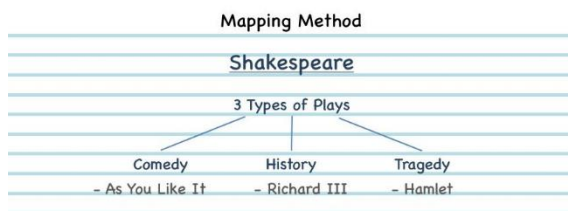
The Outlining Method

- Organizes information to establish relationships between ideas
- Visually separates main ideas from other main ideas
- Visually separates a main idea from its details
- Best used while taking notes from textbooks or when recopying class notes
- It is difficult to do if lecture is fast or material is not presented in an orderly fashion



The Mapping Method

- Graphic representation of the content of a lecture
- Helps you see the relationships between ideas and concepts
 - Uses color, lines, arrows, etc.
- Reduces amount of writing
- Provides a way to easily review and study facts and relationships
- Best used when lecture content is heavy and well-organized



HOW?	ADVANTAGES:	DISADVANTAGES:	WHEN TO USE IT?
Set up your paper in columns and label appropriate headings	helps pull out most relevant information	Can be a hard system to use during a lecture	If you'll be tested on facts and relationships
Headings could be categories covered in the lecture	Reduces amount of writing	Just a lot of room to write	If content is heavy and presented quickly
Insert information, words, phrases, main ideas, etc. into appropriate category	Provides easy review for memorizing facts and studying comparisons and relationships	Need to know the context that will be covered beforehand	If you want to get an overview of the whole lecture on one sheet of paper

The Charting Method

- Helps organize and categorize related information
- Reduces amount of writing
- Provides a way to study both memorization of facts and comparisons/relationships
- Helps you review at test time