

Learning to take good notes!



There are many ways to take good notes.

How can I get better at note taking?

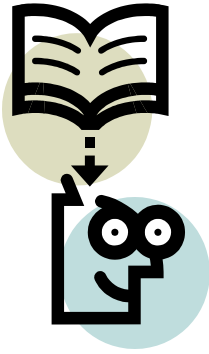
1.

Are there methods and techniques for good note taking?



2.

Making notes your own.....



“Rather than try to gauge your note taking by quantity, think in this way: am I simply doing a clerk’s work or am I assimilating new knowledge and putting down my own thoughts? To put down your own thoughts, you must put down your own words....If the note taken shows signs of having passed through a mind, it is a good test of its relevance and adequacy.”

Jacque Barzum and Henry Craff on Note taking

YES! There are many methods and techniques for good note taking.

For example, four good methods for note taking include:

1. mind mapping
2. Cornell style
3. Informal paragraphs
4. Outlining



There are also several techniques you can use to improve your note taking skills including preparation skills and tricks for recording and reviewing your notes.

What is Mind Mapping?



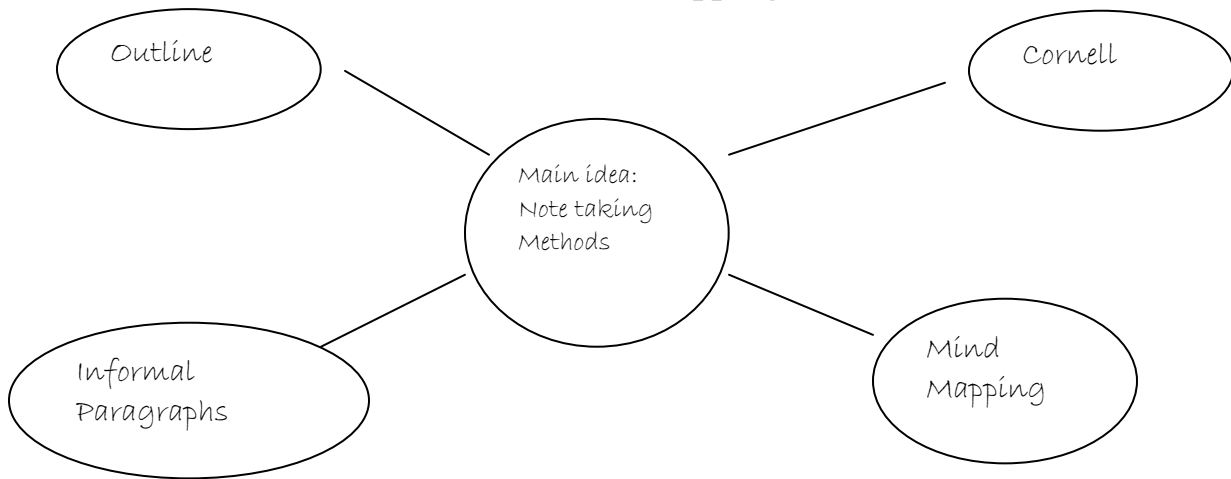
3.

What would informal paragraphs look like in my note taking?



4.

Mind Mapping



Informal Paragraphs

Main Note taking Methods—mind mapping, informal paragraphs, Cornell, and outline.

Mind mapping—visual, drawing a picture, non-linear, big picture and details, adds arrows and lines, integrates brain activity.

Informal paragraphs—works for difficult or disorganized lectures, works when instructor uses lots of quotes, best to use short phrases and abbreviations, need to be able to write fast, very often I'll need to go back and redo/organize.

Conventional Outline—linear, left brained—for detailed person, works best to leave space.

Cornell—divided page, place for keywords in left margin, linear but can integrate mind maps.

What is the Cornell Method for note taking?



5.

What would an outline look like in my notes?



6.

Cornell

Methods

Can use mind maps and outline w/Cornell

Notes go here

use abbrev.

to

Cornell: divided page, place for keywords in left margin, linear but can integrate other methods.

Mind mapping: visual drawing a picture, non-linear, big picture and details, adds arrows and lines, integrates brain activity

Outline: linear, left brained-for detailed person, works best to leave space.

Informal paragraphs: works for difficult or disorganized lectures, works when instructor uses lots of quotes, best to use short phrases and abbreviations, need to be able to write fast, very often you'll need go back and redo/organize.

Outline

- I. Note taking methods
 - A. Outline
 1. Linear
 2. Useful for including details
 - B. Mind Mapping
 1. Non Linear
 2. Visual
 - C. Cornell
 1. Divided page
 2. Left Margin for keywords and concepts
 - D. Informal paragraphs
 1. Best for students who can write fast
 2. Use short phrases rather than full sentences.
- II. Note taking Review Methods

and so forth.....



Are there things I can do before I get to class to help me improve my note taking skills?



7.

What can I do while I'm in class to improve my note taking skills?



8.

Set the stage and be ready before class begins

- ☆ Complete outside assignments—Helps you know what the instructor is talking about.
- ☆ Bring the right materials—don't forget pencils and paper.
- ☆ Sit where you learn best—where will you be least distracted?
- ☆ Conduct a short pre-class review—look for main ideas, connect with the subject!
- ☆ Relate the class to your goals. Keep your eye on the prize!!

When in class, really BE there.

- ☆ If your mind wanders—bring it back to the class.
- ☆ Participate in class—ask questions and volunteer.

Be a detective and watch for clues.



- ☆ Be alert to repetition of ideas—the information may be significant.
- ☆ Listen for transition phrases—“the following 3 factors...” or “First....”
- ☆ Information on the board or overhead is important.
- ☆ Is the instructor animated with a lively tone of voice? It must be important!
- ☆ Connect with the instructor—watch facial expressions and body language.

Do you have any hints to help me learn
to take good notes?



9.

Is there a good way for me to begin to learn
the material in my notes?



10.

Note Taking

Hints, hints, hints, hints.....



- Leave space in your notes—this gives your eyes a break and provides room for later additions.
- Label, number and date all notes!
- Invent and use a lost signal (i.e. ???, *check, ask*), then ask for help later.
- Use abbreviations and graphic symbols (H_2O , $\&$, $=$, ex. w/)
- Ask instructors to repeat information you didn't understand or fully get in your notes.
- Listen for key words or phrases—names, equations, technical terms..
- Copy all material from the board and overhead.
- Use a 3 ring binder for each class for your notes.
- 3x5 cards—create flashcards from your notes.
- Get to know other students—share notes and ideas.
- Use highlighters and different colors of ink to emphasize key ideas.

Note Taking

Learning the material.....

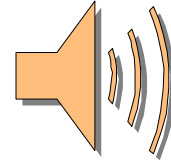
- ! Review notes within 24 hours—or sooner!! (We lose up to 80% of information from our Short Term memories within 24 hours). Reviewing helps move this information to our Long Term Memory.
- ! Edit notes in your first review.
- ! Add keywords in the left column.
- ! Organized notes with symbols, highlighters, color, graphics.
- ! Do short weekly reviews of all of your notes.
- ! Conduct pre-class reviews.



How to avoid cramming: During a 10 week quarter, if you have 2 classes and review each class's notes daily for 10 minutes Monday-Thursday (80 minutes/week), and on Friday review each class's full notes for 40 minutes (80 minutes/week), by the end of the 10 weeks you've studied for 1600 minutes=26.6 hours. WOW! You're ready for the test.

Listening Tips

You can practice listening, and learn to concentrate and comprehend the information you are hearing.

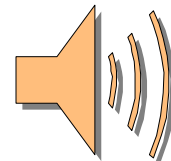


What types of tips can help you develop your listening skills?

1.

More Listening Tips

You can practice listening, and learn to concentrate and comprehend the information you are hearing.



What types of tips can help you develop your listening skills?

2.

Listening Tips:

1. Focus on the message—don't be distracted by other people or noise.
2. Listen for main ideas. Identify the main point and supporting ideas.
3. Take notes (sensory).
4. In your notes--state the speaker's ideas in your own words
5. Periodically review and mentally summarize the main points.
6. Pay attention to the speaker's nonverbal communication (facial expressions, gestures, tone of voice).



Listening Tips:

1. Adapt yourself to each teacher's methods.
2. Check every tendency for mind wandering. Taking notes will help you listen.
3. Listen critically, thoughtfully, and understandingly. Ask questions if you do not understand something.
4. Be willing to be proven wrong—keep an open mind.
5. Get ready to listen as soon as the class begins. Usually important information is given at the beginning and at the end of class.

