

Note Taking Strategies



Find a Note Taking Style for You*

- Cornell Method
- Clustering/Mapping
- Outlining
- *Your style could vary from course to course

Taking Notes in Class

- Listen for instructors' clues of important items to note
 - Time periods
 - PowerPoint information
 - Summary statements
 - Visual cues
 - Repeated/Emphasized information
 - Summaries and reviews
- Leave space in your notebook to add more notes
- Write on one side of your paper
- Date notes
- Create a timeline, especially for historical information
- Number pages
- Abbreviate
- Leave underlined spaces if you miss information in order to add it later
- Compare notes with another student
- Try to review your notes ASAP after you take them
- Make a list of questions from your notes and meet with your instructor to discuss

Taking Notes from Texts

SQ4R

- Survey
 - Leaf through the chapter
 - Pay attention to the introduction, titles, subtitles, charts, graphs, and illustrations
 - Look at the review questions at the end of the chapter
- Question
 - Formulate a question for each heading or subheading
 - Ask yourself: Who, what, where, when, why, how?
 - Read to find the answers to these questions
- Read
 - Read one paragraph or section at a time
 - Look for the main idea of each paragraph
 - Take note of words that are italicized or bolded
- Record
 - Write down important ideas in each paragraph/section
 - Use the note taking style that works for you and the content
 - Note items in lists, definitions, and answers to review questions

-Recall

Take a minute to see how much you can remember

Rehearse your notes out loud

-Review

See if you can answer the review questions at the end of the chapter

Review your notes from the chapter before you begin working on a new chapter

Review your notes each day to avoid cramming

Schedule weekly reviews of entire subjects

Marking Texts

Mark after each paragraph or section, not as you go

Mark words and phrases instead of whole sentences

Number parts or items (parts of a definition, causes of something, etc.)

Organizing Notes

-Keep a separate notebook or document for notes from each class

-Keep all papers together for each class

-Organize a binder

Keep old papers in a separate file

Keep related content from other classes

-Retype/rewrite notes from class

-Highlight related ideas/time periods in the same color

-Use sticky tabs in your book or notes

-Write in the margins of your book

-Use a pen with multi-colored ink and color code information

-Use highlighters

-Use a laptop, iPad, or other technology to review and edit as you go

Other Tips

-Anticipate what the instructor will cover in class

-Survey any material that will be covered before class

-Read the text more carefully following the lecture while taking notes

-Review your lecture and reading notes and formulate possible test questions

-Study often for short durations of time

-Make flash cards

-Study connections between ideas in order to understand the big picture

-Prepare practice questions

Use information from a review if your instructor provided one

Anticipate possible questions and practice answers