Note taking

• What we’ll be covering:
  – what to do before, during, and after class
  – picking out main points in a lecture
  – the Cornell Method
  – mind mapping
What to do before class

• Pick the right notebook
• advantages to picking a 3-ring binder
  – handouts can be inserted into the relevant sections
  – pages of notes can be removed and replaced
  – dividers can be used to separate sections or topics
What to do before class

• Read your textbook
  – reading your textbook can help you to understand what is being discussed in lecture
What to do before class

• Skim the notes from the last class
  – this will refresh your memory and focus you for the next lesson
What to do before class

• Make a commitment to attend all classes
  – You may be getting only a partial set of notes if you copy from other students
  – Note taking is a skill and you may be copying from someone who is a poor note taker and not realize it
What to do during class

• Try to sit in the front, center portion of the classroom
  – fewer distractions
  – can see and hear better
  – less likely to doze off
What to do during class

• identify the visual and verbal cues that an important topic is being addressed
  – examples of visual cues: gesturing, writing on board, underlining
  – examples of verbal cues: repetition, summaries, listing
Identifying important points

- Think of three additional verbal cues that would indicate an important point
- Think of three additional visual cues that would indicate an important point
What to do during class

• Use a method of note taking
  – Use Cornell Method
  – Create Mind maps
The Cornell Method

• Split page method of note taking
• Allows space for possible exam questions
• Allows space for student reflections and summary
• Good for self-testing
Practice using the Cornell Method

• Download a sample page of notes using the Cornell Method
• Recopy a page of your notes using the Cornell Method.
Mind Mapping

• Pictorial representation of ideas
• Good for visual learners
• Shows how topics and ideas are related
• Uses both sides of your brain
Steps to mind mapping

- Identify the topic of the lecture or reading, place in the center and circle it
- Branch out the main ideas, each stemming from the main topic
- From each branch, mark key words and examples
- Don’t be afraid to personalize it with pictures or symbols
Mind Mapping Practice

- Download sample mind maps.
- Practice creating a mind map.
What to do during class

• Identify possible exam questions
• Use them to self-test yourself later
What to do after class

• Review your notes within 24 hours
  – Are they complete?
  – Do they make sense?
What to do after class

• Identify any questions that you may have and find the answers
• Re-copy or re-organize if necessary
Note Taking Practice

• During your next lecture use the note taking strategies we discussed
Summary

- Class notes will be a better study tool for you if they have the proper content (the main points of a lecture) and are organized in a way that makes sense. Try using the methods that we discussed to accomplish those two crucial aspects of note taking.