Selecting a Note Taking Method That Works for You!

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Overview

✓ What makes lecture notes so special?
✓ 3 Note-taking phases
✓ Study tips & techniques
✓ Note-taking methods
Your Task

• Take notes during this presentation

• See how you did at the end
What’s Wrong With These?

• Complete sentences; page filled with writing; too much info to know what is important.

• Unstructured, jumbled notes; too disorganized to follow lecture or point out key content.

• No notes at all; nada
Why Take Notes?

• Key information presented
• Actively learn the information
• Increases learning potential
• Reinforce lecture material
The Rule of 5

1. Read assigned chapter before class
2. Actively listen
3. Take effective notes
4. Review those notes within 24 hours
5. Talk about the lecture outside of class (teach another student, discuss with classmates, etc.)
3 Note Taking Phases

• Before Class

• During Class

• After Class
Before Class

• Skim notes

• Review syllabus

• Read assigned chapters

• Set up notes for upcoming lecture
During Class

• Arrive on time and participate

• Take notes

• Actively listen to what instructor is saying

• Indicate important information (highlight, stars, underline, highlight)
After Class

• Review notes before leaving class
  – Fill in blanks
  – Circle or highlight key terms, ideas, etc.
  – Add labels, cues

• Review notes within 24 hours
  – Clarify
  – Identify questions & find answers

• Exam Review – over time
### Cornell Two-Column Notes

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Types of Matter</strong></td>
<td></td>
</tr>
<tr>
<td>Solids</td>
<td>1. Solids</td>
</tr>
<tr>
<td></td>
<td>A. Have a definite shape</td>
</tr>
<tr>
<td></td>
<td>B. Have a definite volume</td>
</tr>
<tr>
<td>Liquids</td>
<td>1. Liquids</td>
</tr>
<tr>
<td></td>
<td>A. Do not have a definite shape</td>
</tr>
<tr>
<td></td>
<td>B. Have a definite volume</td>
</tr>
<tr>
<td>Gases</td>
<td>1. Gases</td>
</tr>
<tr>
<td></td>
<td>A. Do not have a definite shape</td>
</tr>
<tr>
<td></td>
<td>B. Do not have a definite volume</td>
</tr>
<tr>
<td>Summary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Insert summary of lecture after class.)</td>
</tr>
</tbody>
</table>

**Left:** questions, cues, labels, key terms

**Right:** Lecture Notes

**Below:** summary
Benefits of Cornell Method

- Organized
- Self-testing
- Versatile
Outline Method

• Organized Pattern

• Indentation style
  – Left: major points
  – Indent: minor/sub-points

Chapter 15: Waves transfer energy

I. A wave is a disturbance
   ■ Waves transfer energy
   A. Forces and waves
      ■ A force is required to change motion, including causing a wave
      ■ Examples: rope wave, water ripple, earthquake
   B. Materials and waves
      ■ Mechanical waves require a medium
      ■ Light waves can travel through a vacuum
   C. Energy and waves
      ■ Wave transfers energy by causing a disturbance as it moves through matter, but the matter does not move along with the wave
      ■ Example: wave in a stadium

II. Waves can be classified by how they move
   A. Transverse waves
      ■ The direction of the wave is at right angles to the direction the energy moves
      ■ Example: Water wave; the waves moves out, but the water molecules move up and down
   B. Longitudinal waves
      ■ The wave travels in the same direction as the energy
      ■ Example: slinky or coils of a spring
      ■ Example: sound, travels by particles vibrating back and forth
Benefits of Outlining

• Simple and organized

• Illustrates major points and supporting ideas

• Critical thinking during lecture

• Review
Mapping Method

- Visual
- Shows links between points
- Interactive
Benefits of Mapping

• Interactive

• No real structure

• Quick Editing
Charting Method

• Visual of steps/process

• Table with rows & columns
  – Documents process or event
  – Useful for facts and values

• Chronological
Benefits of Charting

- Helps track information
- Reduces amount of writing
- Easy review/categorize
Tip #1: Note Taking Tools

• Pick the right “notebook” for you

• Suggestions:
  – Notebook for each class
  – Loose leaf & 3-ring binder
  – PPT presentations
  – Handouts
Tip #2: Note-taking Hints

• Date and title with topic

• Don’t write everything you hear:
  – Short sentences with key words
  – Abbreviations and symbols
  – Omit full descriptions

• Leave space for later additions
Tip #3: Effective Study Habits

• Develop a weekly study schedule
  – Details about what subject, when, where, and how.

• Stick to your plan

• Remember the Rule of Five
## Tip #4: Key Words & Phrases

<table>
<thead>
<tr>
<th>Word Category</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Specifically, To illustrate, For example, For instance</td>
</tr>
<tr>
<td>Cause – and – Effect</td>
<td>Consequently, Therefore, As a result, If…then, Hence, So, Accordingly</td>
</tr>
<tr>
<td>Enumeration</td>
<td>Four steps are..., First, second, third..., Next, Finally</td>
</tr>
<tr>
<td>Contrast</td>
<td>On the other hand, In Contrast, Conversely, Although, Finally, Despite, Whereas</td>
</tr>
<tr>
<td>Summary</td>
<td>For these reasons, On the whole, In Conclusion, In a nutshell, To summarize, In short, Finally...</td>
</tr>
<tr>
<td>Test</td>
<td>This is important...Remember this...You’ll see this again... You need to know this... This will be on the test ... Here’s a tip... Watch out for this pitfall...</td>
</tr>
</tbody>
</table>
Note Taking Review

1. Why are lecture notes so important?

2. Name some note-taking methods described in today’s workshop.

3. What are basic note-taking tools?

4. What are the 3 note-taking phases?

5. When should you review your notes?
Resources

- Utah State University

- Pace University
Contact Us!

What We Have to Offer:

- Workshops
- Tutoring
- Academic Coaching

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