

Take Note: Note  
Taking Tips &  
Tricks

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In this session...

- \* Lecture Notes
  - \* Are you listening?
  - \* "Do I need to write this down?"
  - \* Taking effective lecture notes
- \* Getting the most out of Text Books
  - \* A system for reading
  - \* Guidelines for marking your text

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Lecture Notes



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## Are you listening?

Listening is...

- ◇ Receiving
- ◇ Attending
- ◇ Comprehending
- ◇ Remembering

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## Receiving

PROBLEM:

I have trouble hearing the instructor.

SOLUTIONS?

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## Attending



PROBLEM:

I tend to become bored, distracted, and sleepy when I listen to someone talk for long periods of time.

SOLUTIONS?

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## Comprehending

PROBLEM:

The instructor might as well be speaking a foreign language.?

SOLUTIONS?



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## Remembering

Here's where a good notetaking strategy comes in...



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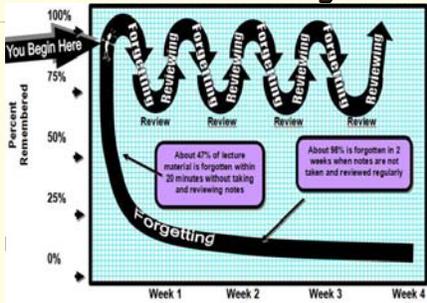
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## Remembering



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First of all...

How do you know  
what to write  
down?



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Clues that certain points are  
important...

- \* TIME
- \* BLACKBOARD/OVERHEAD
- \* EMPHASIS
- \* VISUAL CUES from the  
INSTRUCTOR
- \* SUMMARY STATEMENTS

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Tips For Effective Notes:

- \* Abbreviate.
- \* Use lots of paper and only write on one  
side.
- \* Leave underlined spaces if you can't keep  
up.
- \* Compare notes with another student.
- \* Spend 5-15 minutes reviewing your notes  
A.S.A.P after you take them.

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## Two Very Different Styles of Notetaking

\*Cornell Method

\*Clustering/Mapping

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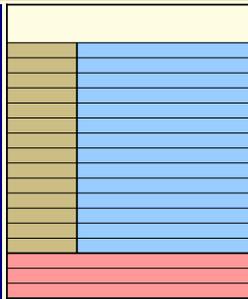
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## The Cornell Method:

Divide Notebook Paper into three sections:

- ◊ 6" column for notes
- ◊ 2 1/2" margin for questions
- ◊ 2" space at the bottom for a summary



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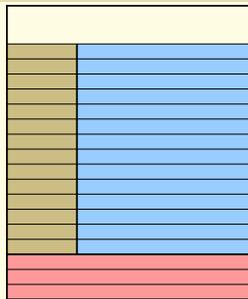
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## The 5 R's of Cornell:

- ◊ Record
- ◊ Reduce
- ◊ Recite
- ◊ Reflect
- ◊ Review



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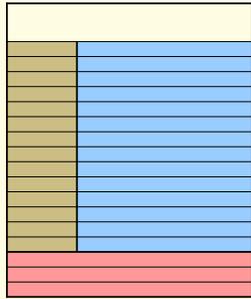
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When would you use Cornell?



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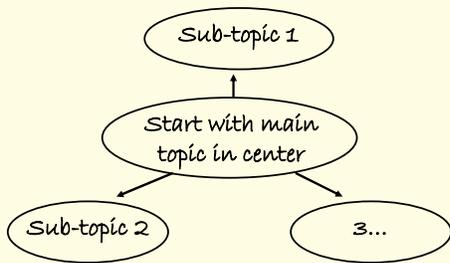
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Clustering/Mapping:



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When would you use Mapping?

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So after you take all of these notes, what do you do with them?

✓ Recite

✓ Reflect

✓ Review, Review, Review



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### Useful Supplies:

- ✦ 1 Three Ring Binder/Spiral Notebook per subject
- ✦ Pen with multi-colored ink
- ✦ Highlighters
- ✦ Post it flags
- ✦ Consider special paper:  
<http://www.eleven21.com/notetaker/>

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Getting the most out of  
TEXT BOOKS



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So, Text Books... You just sit down and read 'em. Right?



...Not Exactly

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The SQ4R System of Reading & Taking Notes from a Text...

**S**-Survey

**Q**-Question

**R**-Read

**R**-Record

**R**-Recall

**R**-Review

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## Survey

- Leaf through the chapter
- Pay special attention to:
  - ✓ The Introduction
  - ✓ Titles and Sub-titles
  - ✓ Charts, Graphs, and Illustrations
  - ✓ And especially Review Questions at the end of each chapter

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## Question

- ✓ Formulate a question for each heading or sub-heading
- ✓ Who, what, where, when, why, how...
- ✓ Read for the answers to these questions

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## Read

- ✓ Take it one paragraph or one section at a time.
- ✓ Look for the main idea of each paragraph
- ✓ Take note of words that are in italics or bold face type.

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## Record

- Using a style of notetaking that works for you, write down the important ideas in each paragraph/section.
- Especially note:
  - ✓ Items in lists
  - ✓ Definitions
  - ✓ Answers to any Review Questions from your Survey of the chapter.

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## Recall

- ✓ Take a minute to see how much you can remember.
- ✓ Rehearse your notes out loud.
- ✓ See if you can answer the Chapter Review Questions.

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## Review

- ✓ Before you start a new chapter, review your notes from the one before.
- ✓ Pull out all of your study notes and review them on a regular basis.—This way, you'll avoid cramming later.

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## Guidelines for Marking Your Text

- ✓ **Do not mark as you go.** Instead, mark after each paragraph or section.
- ✓ Mark words and phrases instead of whole sentences.
- ✓ Number parts or items (i.e. 3 parts of a definition, 4 causes of something, 3 requirements, etc.)

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## Making Lectures and Texts Work Together



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## Be an active learner...

1. Anticipate what the instructor will cover in class.
2. Survey any material that will be covered before class.
3. During class, use a system of taking notes that works for you.
4. Read the text more carefully following the lecture, and take notes.
5. Review your lecture and reading notes and formulate possible test questions.
6. Study often for short durations of time.

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## We learn...

- 10% of what we READ
- 20% of what we HEAR
- 30% of what we SEE
- 50% of what we both SEE & HEAR
- 70% of what is DISCUSSED WITH OTHERS
- 80% of what we EXPERIENCE PERSONALLY
- 95% of what we TEACH SOMEONE ELSE.

-William Glasser

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# The Cornell Note-taking System

