

SAMPLE NOTE-TAKING: OUTLINE FORMAT

9/30 - HOW TO TAKE NOTES IN LECTURE

A. PREPARE BEFORE CLASS

WHY? makes you ready for what comes up

① READING

- mentally organizes information
- take notes and use as guide for lecture notes

② POWERPPT. OR NOTES SHEETS

- print & bring them to write on;
- look over before class

③ BEFORE CLASS BEGINS (arrive 5 min early)

- scan topics to be covered (syllabus, last weeks notes, etc).
- think about ?s from reading, last class

B. DURING CLASS (varies based on class, instructor, me)

① LISTEN!

- FOR KEY ORGANIZATIONAL WORDS ex: "3 main things"
- TONE, EMPHASIS
- EXAMPLES + MAIN IDEAS

THINK ABOUT WHAT'S BEING SAID

② WRITE!

- WRITE DOWN MAIN IDEAS, HOW THINGS CONNECT, EXAMPLES
- LEAVE SPACE TO ADD STUFF
- USE CODES OR SHORTHAND

EX: \neq Δ change
not equal

③ OTHERS:

- watch body language
- ask questions (if I get lost)
- record (audio) lecture - optional; ask prof 1st

C. AFTER CLASS. (continued next page)

SAMPLE NOTE-TAKING: CORNELL METHOD

9/30/12

Note-taking

3 main steps:

- before
- during
- after

Before

prepare by reading, look over notes before class starts, print ppts, think about ?'s
why? >> helps organize information and prepare your brain to listen.

DURING

(?) what do you write if it's all on the ppt. slide you print?

• Develop a system for writing that makes sense to you (codes, abbreviations, etc.)

ex: w/ b/c Δ ppl gov't

• listen for important points - cues include tone, body language, emphasis, written on board.

• if it's going too fast: ask ?'s, write what you can + leave space, abbreviate examples

• listen for organizational cues for what is coming next

• if you're going to record, ask the prof first

(?) find out % from prof. →

AFTER - most important

students who review notes remember more for exams than those who don't!

Summary:

Note taking isn't just what happens in class, but how you prepare for and review material before and after class - all 3 are important * and this connects to the memory process - repetition * !!

(?) practice test questions:

- name 3 cues to indicate importance

- provide examples of possible abbreviations

- describe why it's important to prepare before class

SAMPLE NOTE-TAKING: MIND MAP

9/30/12
Note-taking

