# SAMPLE NOTE-TAKING: OUTLINE FORMAT

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tr>
<td>9/30</td>
<td>HOW TO TAKE NOTES IN LECTURE</td>
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## 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 3, bring them to unit on;
     - Look over before class
  3. **Before class begins (arrive 5 min early)**
     - Scan topics to be covered (syllabus, last week 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
  2. **Write!**
     - Write down main ideas, how things connect, examples
     - Leave space to add stuff
     - Use codes or shorthand (ex: ≠ Ø change)
  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

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:
- develop a system for writing that makes sense to you (codes, abbreviations, etc.)
ex: w/ b/c a ppl govt
- 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’t leave space, abbreviate examples
- listen for organizational cues for what is coming next
- if you’re going to record, ask the prof first

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 & possible abbreviations
- describe why it’s important to prepare before class
SAMPLE NOTE-TAKING: MIND MAP

9/30/12

Note-taking

BEFORE CLASS
- reading
- note-taking
- help prepare
- think about questions
- bring powerpoints
- keywords
- readings
- tone
- notes
- abbreviations
- shortcuts
- codes
- leave space
- listen for connections and concepts
- what does the prof write on the board
- paraphrase

DURING CLASS
- listen
- examples
- ask questions
- body language
- record lecture
- make connections
- look for gaps
- quiz yourself
- retype or rewrite if necessary

AFTER CLASS
- visit office hours
- clarify questions
- review classmates
- re-readings
- connect
- reorganize

STRATEGY
- outline
- Cornell mind-map
- 3 styles