Notetaking Strategies

Overview of Note Taking:

• Successful notetaking requires practice. Your approach may vary depending on the courses you take and your own personal preferences.

• The follow strategies are different methods that you can use to take notes for class.

The Cornell Method

- The Cornell Method allows you to outline the major themes or subject headings on the left side of your paper, and the details on the right side of your paper.
- By creating this chart, you will have list of your course's important topics and what they mean.
- This method allows you to fill in any gaps, and ask clarifying questions
- It is also encouraged to write a summary of your notes from each page, and a summary of what you learned in class to help you review.
- This method is simple and efficient it allows you to pick out main ideas and have a clear outline for your studying.

Cues *(written soon after class)* Anticipated exam questions. Main ideas or people. Vocabulary words. This is used for review & study.	Name, Date, Topic, Class **Notes** *(taken during class).* Main points, bullet points, diagrams/charts, abbreviate, paraphrase, outline, leave space between topics
Summary *(written after class).* Brief summary highlighting the main points in the notes on this page. This is used to find information later.	

The Outlining Method

- The Outlining Method allows you to put more structure into your class notes.
- When using this strategy consider using upper case roman numerals to outline the key concepts covered in class.
- Use lower case roman numerals and lower-case letters to outline the details about the key concepts. These could be definitions, examples, or other supporting information that will help you better understand what was covered in class.
- Outlining can help you keep your notes more organized, record how course content is connected to other topics, and it reduces the need to edit your notes because it already points out the key concepts.

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Class Topic: How to Outline Notes

   I.   Level 1: This first line is reserved for each general topic or idea.
         I.   Level 2: This concept always applies to the level above.
                I.   Level 3: This concept applies to the level above.
                I.   This is a good supporting piece of information equal to Level 3 to support Level 2.
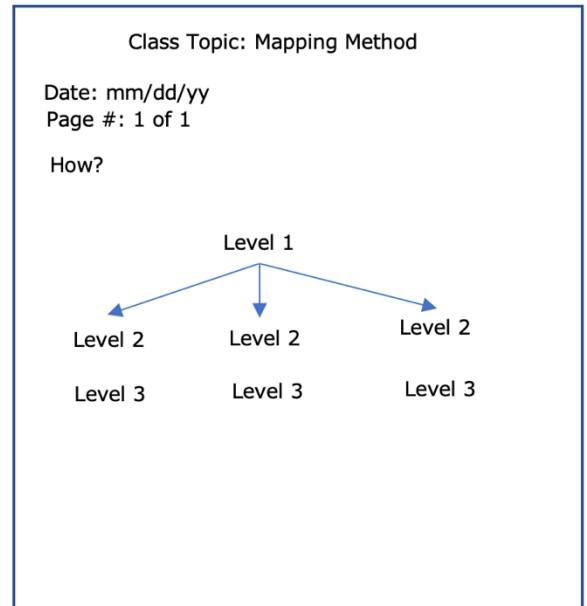
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The Charting Method

- The charting method allows you to be more specific with your note taking and focus on the details.
- In this method you can select headings or key concepts for the top of your chart and then fill in details about those topics in the columns below.
- This method allows your information to be organized in a way that is simple to study.
- This is a great way to create an overview of concepts for yourself that you can easily refer to on one piece of paper.

Class Topic: Charting Method

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How?		
Set up your paper in columns and label headings		
The headings could be categories covered in the lecture.		
Insert information (main ideas) into each column.		

The Mapping Method

- This note taking strategy allows you to connect concepts that relate to each other.
- This strategy can also help you visualize the lecture because it is a more visual way to record ideas.
- Consider using this strategy when you are trying to visualize what ideas interconnect in your classes and what ideas are not related to each other at all.

Class Topic: Mapping Method

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How?

Level 1

Level 2   Level 2   Level 2

Level 3   Level 3   Level 3

The Sentence Method

- This method allows you to write every thought or idea as separate sentences.
- Consider using this method instead of writing paragraphs that may be hard to read or understand.
- It may be helpful to underline or highlight the main points of your sentences so you can emphasize key concepts or ideas.

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Class Topic The Sentence Method

Subtopic 1:
Write a sentence describing a key point.
Write another sentence describing a key point.
Write another sentence describing a key point.

Subtopic 2:
Write a sentence describing a key point.
Write another sentence describing a key point.
Write another sentence describing a key point.

Subtopic 2:
Write a sentence describing a key point.
Write another sentence describing a key point.
Write another sentence describing a key point.