

Notetaking Tips and Tricks

Prepare for Note Taking:

- Lecture –
 - Assess what materials you are given and how detailed they are.
 - Assess instructor pace and organizational style.
 - Pre-read and take notes on the upcoming chapter. The level of detail you need will be determined by the amount of information shared by the instructor and the type of content you are covering.
 - Consider a Code - A notetaking code is the use of symbols, shapes, and/or words to help organize information for when upon reviewing the information or trying to find information it is easier to find and review.
- Textbook –
 - Preview the chapter to see how it is set up. Look for organizational features that will help you take notes. Are there learning objectives at the beginning? Is there a consistent structure of headings and sub-headings? Is there a good summary at the end or an outline of content?

Materials: Find what materials you like to use: pens, markers, highlighters, colored pencils, etc.

Formats: Create a couple of templates, experiment with them, and then narrow it down to a single style you like and that fits with the task or content.

The next few steps will be following the 5 R's – Record, Reduce, Recite, Reflect, and Review:

Step 1: **Record** all the meaningful information from a text, presentation, lecture, etc.

Step 2: **Reduce** (weed out) all the information that is not needed. One way to do this is to create a summary of what you learned using your own words.

Step 3: **Recite** the information to see what you have retained

Step 4: **Reflect** on what you know and what you do and do not know

Step 5: **Review** your notes and actively encode the information. Got through #3-#6 again

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Other General Tips:

- Figure out what makes YOU recall information better
- Figure out your own system and key to take notes
- Put everything down in YOUR OWN WORDS, unless you can't
- Use colors to separate different ideas, questions, etc.
 - Consider one color for main ideas, another for details, and yet another for key vocabulary
- Don't worry about spelling, until you revise.
- Any charts or tables are generally good to take note of: examples, boxes, highlights, definitions, etc.
- Write down page numbers on examples or questions so that you can go back and reread information
- Look at the beginning, as well as the end of the chapter summary if there is one
- Include dates, or some method of organizing time, instructor, and class
- Add a summary if you can. Condensing helps you consolidate important information

Notetaking Tips and Tricks

Four types of notes:

➤ Lists

My Notes

Title:
Author:

Central Idea 1:

-
-
-

Central Idea 2:

-
-
-

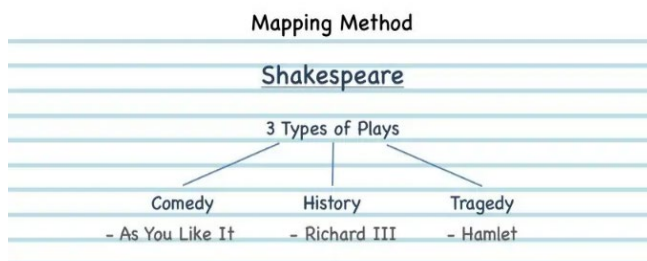
➤ Outline

Outline

Shakespeare

- Playwright
 - 39 plays
 - Comedies
 - As You Like It
 - Much Ado About Nothing
 - Histories
 - English
 - King John
 - Roman
 - Julius Caesar
 - Antony and Cleopatra
 - Tragedies
 - Romeo and Juliet
 - Hamlet
- English
 - Born 1564 Stratford-upon-Avon

➤ Concept Maps



➤ Cornell's Method (T-Charts)

My Cornell Notes

Cue Words, Key ideas	Your notes. Write all your notes here.
Summary of what you just learned. This part is written last.	

Notetaking Tips and Tricks

The 5 R's of Notetaking

Record:

During the lecture, write all meaningful information legibly

Reduce:

After the lecture, write a summary of the ideas/facts using keywords as cues

Recite:

Recite all information in your own words without looking at notes or text

Reflect:

Think about your own opinions/ideas; raise questions, record original ideas

Review:

Before reading new material, take 10 mins. to review older notes; skim over main ideas/details