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Note Taking Skills

Research shows that 99% of students take notes during lectures. But most students don't do it correctly. Did you know...

- ✓ Students typically only record less than 40 percent of the lecture's main ideas and content
- ✓ Less than half of students review their notes after they have written them
- ✓ Only a third of students edit their notes by adding, deleting, or organizing the material
- ✓ Some students never look at the notes again after they leave class

Learning Style

Note taking is an essential skill for you, but it's only effective if used correctly. Try using the VARK [Learning Style](#) when taking notes.

Visual  Watch your teacher and the screen, during overheads, power point or word presentations, or visual aids are being used.	Aural  Listen to the lecture. You can also record it, and listen to it later for review.	Read/Write  Write down what you see and hear so that you can review it later.	Kinesthetic  Use multiple senses, such as listening, watching and writing, to interact with, and learn the material.
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Note Taking Skills

Tips and Tricks for Note Taking

PREVIEW THE MATERIALS



- Go to class prepared, even if you have only a few minutes to prepare the night before or right before class.
- Skim textbook chapters for main ideas, general themes, and key concepts.
- Skimming is a simple strategy that helps prepare your brain to process information efficiently and effectively.
- Keep the handouts that you receive in class.
- Put a question mark next to anything you don't understand, so that you can ask about it later.

BE ON TIME AND SIT UP FRONT



- Being late to class indicates an attitude that class is not important to you and disrupts the teacher and other students.
- Set your phone (or watch) 5 minutes ahead and arrive early enough to preview your notes and get settled.
- Sit in the front of the class. It will help you be more alert, and you will see and hear better.
- Plus, you will also be more likely to ask questions and less likely to doodle or talk with other students.

GO TO EVERY CLASS AND PAY ATTENTION



- The most important part of being prepared is to attend all of your classes.
- You can't take effective notes if you are not there.
- It is important to pay attention and to be mentally alert.

ORGANIZE YOUR NOTES



- When taking notes, use large, bold headlines for main ideas and large print for keywords, important points, facts, and places.
- You may want to use a binder for each class to organize notes, handouts, tests, and summaries.
- Leave wide margins and plenty of space to make note corrections, or to clarify, or summarize.
- Try not to crowd your words, so they will be easy to understand.



Note Taking Skills

Tips and Tricks for Note Taking

USE SHORTHAND & FOCUS ON KEYWORDS



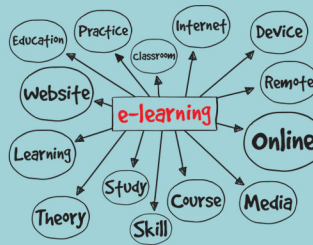
- Don't try to write down everything the teacher says. Jot down only main points and key words.
- Illustrations, filler statements, stories, introductions, and transitions are important for depth, interest, and understanding, but you don't have to write down every word.
- Create your own system for note taking, such as abbreviations and symbols that will help you remember the information.

MAKE NOTE TAKING ACTIVE & PHYSICAL



- Pay attention to how you hold your pen, and how your back feels against the chair.
- Sit up straight; slouching tells your brain that this activity is not important.
- When you're taking notes and you feel your energy dip, take a walk, stretch, do deep knee bends or head rolls.

LINK INFORMATION



- Connect ideas and link similar information.
- Look for patterns and information that is different.
- Compare and contrast.
- Find similarities and differences.

USE NOTE CARDS



- Use index cards to jot down key words, formulas, definitions, and other important information.
- Note cards and flash cards help you use your learning style(s).
- Write down key words and main points; refer to your cards throughout the day, and to review for tests.

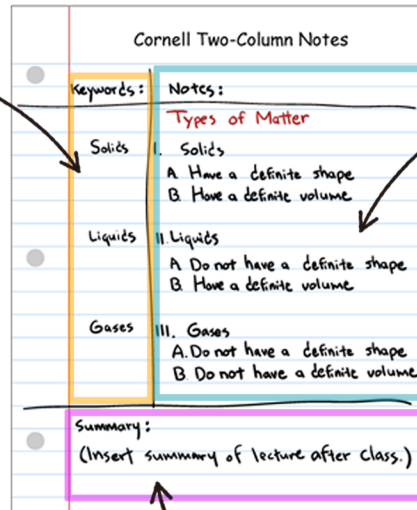


Note Taking Skills

The Cornell System

Cue Column

- Write relevant questions or keywords in the cue column.
- Jot down your questions as soon as possible, so that the lecture and questions will be fresh in your mind.



Note-Taking Area

- Write down the main ideas of the text or lecture in the note-taking column.
- Paraphrase long sentences and use symbols or abbreviations instead.

Summaries

- Within 24 hours of taking the notes, revise and write questions.
- Write a brief summary in the bottom five to seven lines of the page. This helps you increase your understanding of the topic.
- Use your own words to summarize the notes so that you can describe the information in a way you understand it.

Mind Maps

- A mind map is a visual, form of note taking that helps you see the big picture, as well as connections to the main idea.
- Mapping starts from the main idea of the lecture, placed in the center of a page, and branches out with subtopics through associations and patterns.
- You may find that mapping helps you increase your understanding, creativity, and memory.
- Mind maps are most useful for brainstorming ideas for speeches or papers, serving as a framework for recalling topics, and reviewing a topic.

