

# Note Taking



*Primary Source:* Kanar, C. C. (2008). Student achievement series: The confident student, (6<sup>th</sup> Ed). New York, NY: Houghton Mifflin Company.

---

## Guidelines for Note Taking

1. Keep track of your notes by heading your paper with the date, name of course, and lecture topic. When you go back to study your notes, you will be able to match up class notes with textbook chapters or other assignments on the same topic.
2. Keep the notes from one class separate from the notes from other classes. Use separate notebooks or dividers to distinguish between different sections in one notebook.
3. To speed up note taking, use abbreviations. If necessary, make up your own abbreviations for words or phrases that you use often.
4. Copy into your notes anything that is written on the board or projected on a screen. Test questions often come from material that is presented in these ways.
5. Leave some blank spaces in your notes. This will allow you to add additional material later or to put the material into your own words.
6. Take organized notes by using a system. Make main ideas stand out from the examples that support them. Try to summarize ideas in your own words so that they will be easier for you to remember.
7. As soon as possible after classes, review your notes while the information is still fresh in your mind. Use this time to fill in gaps in your notes.

# Note-Taking System

## 1. The Cornell Method

Begin by dividing an 8½" by 11" sheet of paper into three sections -Draw a vertical line 2½" from the left side of your paper and a horizontal line 2" from the bottom of your paper.

- Record facts and ideas in the bigger column on the left hand side of your page. After the lecture, fill in any gaps and neaten up your handwriting, if necessary.
- Use the column on the left to write down the key ideas of the lecture or the main questions that the lecture will answer. You can also use this column on the left to write down any questions you might have about something you did not understand.
- Use the section on the bottom of the page to summarize your notes. You can summarize what you have written on each page of notes or you can summarize the whole lecture at the end of the last page.
- Review and recite your notes every day.

### Helpful Websites:

<http://www.how-to-study.com/study-skills-articles/notetaking-tips.asp>

<http://www.learningguide.org/howtotakenotes.htm>

<http://www.youtube.com/watch?v=UAhRf3U50IM>