Note Taking Strategies

- How to take notes when reading
- How to take notes in class
Reading Notes

0 Do you take notes when you are reading for class? How do you take notes?
How to read a Textbook! (SQ3R)

0 Survey
  0 Flip through the chapter and look at the headings, subheadings, graphics, and read captions
  0 Read 1\textsuperscript{st} and last paragraph in the chapter as well

0 Question
  0 When Surveying the chapter, turn the headings into questions. What problem/issue can I solve by the end of the chapter?

0 Read
  0 Read with purpose! Try to answer those questions you just created.
  0 Make sure to read anything with bold vocabulary words, or anything else that looks like the author tried to emphasize.

0 Recite
  0 Reading out loud!? Ask yourself those questions and see if you can answer them. Go through the vocabulary words and say the definitions out loud.

0 Review
  0 Come back to the chapter throughout the week. Does it make more sense? Anything that is still confusing that you may needs help with? (Tutoring or Professor’s Office Hours)
Curve of Forgetting

Typical Forgetting Curve for Newly Learned Information

Retention vs. Days

- First Learned
- Reviewed
Textbook Outlines

0 Read through the first and last paragraphs in the chapter.
0 Flip through the chapter and write down all the big headings (leave space underneath each)
0 Write down all the smaller headings under the big headings
0 Read the first and last paragraphs of each section
  0 Also read the first and last sentence of each paragraph
0 Write down anything you need to know from the sections (Especially Key Terms and Definitions)
0 This gives you the big picture idea and helps you actively process rather then “zoning out” while reading.
Textbook Outline

I. Big Heading 1
   • Notes

   A. Smaller Heading 1
      • Notes

   B. Smaller Heading 2
      • Notes

II. Big Heading 2
    • Notes
Class Notes

How to Take Better Notes
Before Class

0 Make sure you have done the reading for class that day.
   0 This will help you know what is being discussed in class and any questions you had from the reading may be answered in lecture.
   0 You have a starting point and are not going into a class without any knowledge.

0 Review notes from last class!
   0 Many times one class builds off of the other lecture.
   0 Having last class periods material fresh in your mind will help everything make more sense.
Tips for Taking notes During class

0 Sit in in the front of the room. Being closer to the instructor helps you focus.

0 Those that sit in the back tend to talk to friends more and get distracted!

0 Write notes in YOUR words... this is called “Active Listening”

0 Copying a PowerPoint will not help you when studying for an exam!

0 What is the professor saying? This is more important than the few words written on the PowerPoint!
Tips for Taking notes During class

0 Make sure you write down any and ALL examples given in class.
   0 This will help you have a reference point when working on homework and studying for tests!

0 Underline repeated concepts!
   0 If a professor keeps mentioning the same terms or concepts it will more than likely show up on quizzes or tests!
Marking Your Textbook

- Read before you mark
- Think before you mark
  - What are the most important ideas?
  - What will I see on the test?
- Put it in your own words
Note Taking Styles

- **PowerPoint Slides**
  - If you have a class where the instructor posts the PowerPoints before class, print them off in 3 slide per page format.
  - This will give you lines to add your notes too during class.

- **Cornell Notes (2 Column Notes)**
  - The small column on the left is for clues. (questions, key terms, etc.) Fill this out after class based on info. from lecture.
  - The majority of the page will be the Right Column where the meat of your notes lies... Using bullet points is recommended.
<table>
<thead>
<tr>
<th>2 1/2”</th>
<th>6”</th>
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<tbody>
<tr>
<td><strong>Cue Column</strong></td>
<td></td>
</tr>
<tr>
<td>1. <strong>Record</strong>: During the lecture, use the notetaking column to record the lecture using telegraphic sentences.</td>
<td></td>
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<td>2. <strong>Questions</strong>: As soon after class as possible, formulate questions based on the notes in the right-hand column. Writing questions helps to clarify meanings, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam-studying later.</td>
<td></td>
</tr>
<tr>
<td>3. <strong>Recite</strong>: Cover the notetaking column with a sheet of paper. Then, looking at the questions or cue-words in the question and cue column only, say aloud, in your own words, the answers to the questions, facts, or ideas indicated by the cue-words.</td>
<td></td>
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<td>4. <strong>Reflect</strong>: Reflect on the material by asking yourself questions, for example: “What’s the significance of these facts? What principle are they based on? How can I apply them? How do they fit in with what I already know? What’s beyond them?”</td>
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<td>5. <strong>Review</strong>: Spend at least ten minutes every week reviewing all your previous notes. If you do, you’ll retain a great deal for current use, as well as, for the exam.</td>
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| 2” |
| **Summary** |
| After class, use this space at the bottom of each page to summarize the notes on that page. |
Note Taking Styles

Outlines

I. This will have major concepts or PowerPoint slide titles as the furthest points.
   A. Notes on each concept will be the next indented line.
      1. Vocab definitions and examples will be the next indented section.
Smartpens

After Class

0 Review your notes as soon as you can to review important concepts, fill in missing information, and make your notes easier to read!

0 You will probably have to write notes fast to get everything down on paper and may not look the most neat!
   0 Re-read and re-write your notes after class!
   0 Make sure you have headings of major topics or follow the PowerPoint slide titles
After Class

₀ If you do not have time to re-write notes after each class, at least review notes and add in missing information.

₀ **Highlight important concepts that you believe are key and may show up on the test.**

₀ Add Post-it notes to clarify points. This will also help the information stand out when studying the notes and you are more likely to remember it!

₀ Remember that color, shapes, and things that make information stand out help your brain remember the information!!!
Graphic Organizers

Learning Tool for any type of notes!!!
Graphic Organizers

- After you have read a chapter or a chunk of information for class this helps to organize it!

- This method is especially helpful when reading a chapter with an overwhelming amount of content to remember

- You can even color code it and make it look “pretty”

- This could even be used when re-writing your class notes to synthesize the information covered.
Venn Diagram - Compare/Contrast

Name: ____________________________ Date: ____________________________

Venn Diagram

Directions: Use the story maps to compare the characters, settings, and plots of the two folktales.

Title: ____________________________ Title: ____________________________

Different

1. ____________________________ 2. ____________________________ 3. ____________________________

Same

1. ____________________________ 2. ____________________________

Different

1. ____________________________ 2. ____________________________ 3. ____________________________
Cause and Effect - English or Science?

Process - Science or any class with steps to follow a process (like a timeline too)
Problem/Solution

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<th>Solutions</th>
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<td>(who, what, why)</td>
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<td>2.</td>
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Description/Classification-
Shows relationships of the information and/or a hierarchy

or

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Outline/Argumentation -

Organize reading notes as well as planning out an essay
Spokes- Place key concept/chapter topic in middle. Subtopics and notes go on smaller circles around it.
Extension Activity

0 In order to get credit for this session you will need to do the Extension Activity in order to get credit from your Advisor!

0 Choose a note taking strategy we learned today and try it out for the week!
   0 Bring your notes into your Advisor and talk to them about the strategy you used and why you thought it was helpful or not.