NOTE TAKING TIPS

General Note-Taking Tips
- Write the date / chapter / page number of the content covered
- Number the pages of your notes
- Type your notes either during or after class
- Leave blanks lines to add details and clarification later
- Review notes shortly after taking them
- Use a three-ring binder
  - Remove pages easily for review
  - Insert handouts in appropriate places
  - Insert out-of-class notes
- Use only one side of paper
  - Spread all notes side by side to review
  - Easier to read
- Use an “I’m lost” signal
- Leave blank space
- Use tape recorders effectively
  - Ask the professor’s permission before recording a lecture
  - Pay attention during the lecture and use recording only to supplement your notes (Don’t sit through class twice!)

Outline format
- Even if you don’t write an outline in your notes, you could create an outline later
- List main ideas, and follow them with minor ideas, then add details
- Use sentence fragments

Cornell Format
- Allows you to create a review sheet while taking notes
- Draw a vertical line from top to bottom of page leaving 2-3 inches on the left
- The left column is for terms and questions
- The right column is for definitions, summaries, and answers correlating to the data on the left

Note Cards
- Use different color cards for different classes
- Use waiting time for short reviews (so have cards handy)
- Color code the writing to differentiate between different subjects/concepts

Mind Maps
- “Right-brain” friendly way of organizing material
- Mind maps contain lists of sequences and show relationships
- Provide a visual pattern that can provide a framework for recall
- Helps to illustrate the general to the specific
- Put main idea in the center
- Write down key ideas
- Think of relationships
- Draw quickly without pausing, judging or editing