



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 blank 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