

Build Your Note-Taking Skills

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Importance of Note-Taking

- ❑ Combat memory fading and interference
 - ❑ Backs up/reinforces memory
 - ❑ ↑ note-taking skills = ↑ test performance
 - ❑ Ease study/review time
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Influence on Learning

- Active learning mode promotes
 - Thinking carefully about info
 - Selecting what is important to learn
 - Combines kinesthetic and visual learning styles to ↑ comprehension and retention
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Effective Note-Taking

- Consists of:
 1. Observing
 2. Recording
 3. Reviewing
 - “Your observations determine what your record. What you record determines what you review. And the quality of your review can determine how effective your next observations will be.”
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OBSERVE

- Set the stage
 - Complete assignments
 - Bring materials
 - Clarify intentions
 - “Be here now” In Class
 - Pay attention to your attention
 - Notice your writing
 - Let go of judgments
 - Participate in class activities
 - Watch for clues
 - Repetition, board or overhead
 - Transition words and phrases (structure)
 - Instructor’s eyes
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RECORD

□ The Cornell Format

John Q. Student
Biology 101
April 1, 2000

Phylum	Arthropods
subphylum	Chelicerata
Chelicerata	2 parts: → prosoma (first pair of appendages are for feeding) ← opisthoma
examples	scorpions, spiders, mites, ticks
Prosoma & Opisthoma	sensory, feeding, and locomotor tagma
Chelicerae	<ul style="list-style-type: none"> • pincerlike or chelate • used for feeding • first pair of appendages
Pedipalps	<ul style="list-style-type: none"> • second pair of appendages • used for sensory purposes
	<ul style="list-style-type: none"> feeding locomotion reproduction

Phylum arthropods is made up of subphylum chelicerata. Subphylum chelicerata is characterized by two parts called prosoma and opisthoma. The prosoma and cephalothorax are sensory, feeding, and locomotor tagma. The Chelicerae is the first appendage and refers to the pincerlike

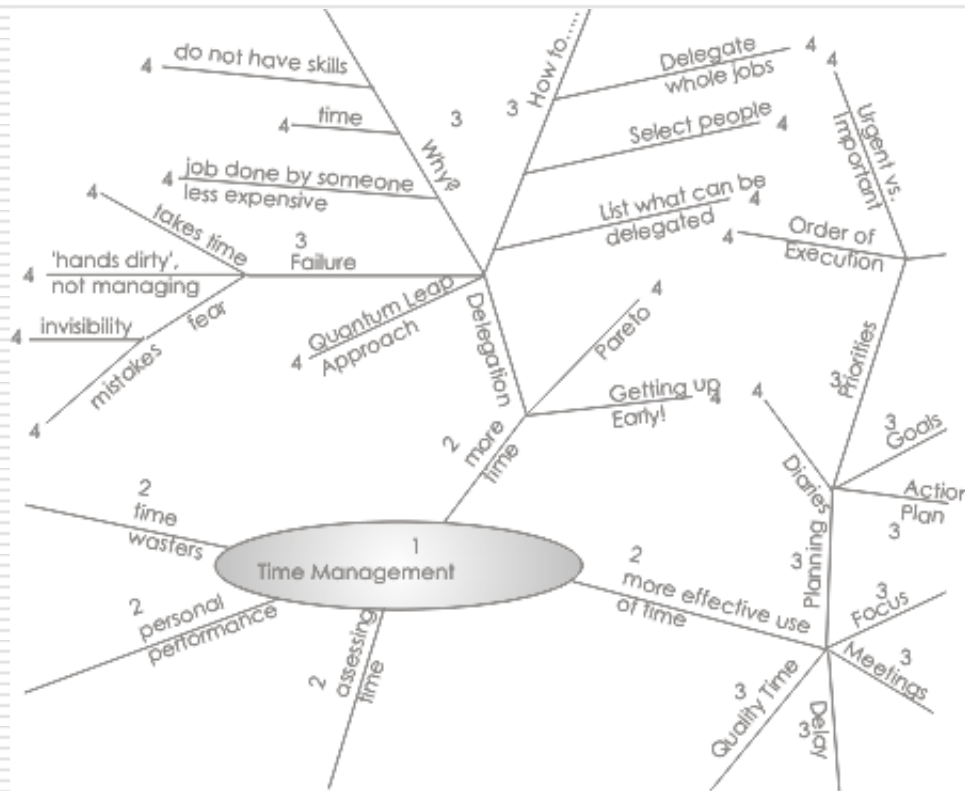
The pedipalps are the 2nd pair of appendages, and they are used for sensory purposes: feeding, locomotion, and reproduction.

5 R's of coRnell

- **R**ecord (in right column)
 - **R**educe (into recall column)
 - **R**ecite (from recall column)
 - **R**eflect (on info you are studying)
 - **R**eview (notes immediately and regularly)
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RECORD

□ Mind Mapping



Tips to Make a Mind Map

- ❑ Put the main idea in the middle of the paper
 - ❑ Add a branch from the center for each key point—use colors
 - ❑ Write a key word/phrase on each branch, building out to add details
 - ❑ Add symbols and illustrations.
 - ❑ Make important ideas larger
 - ❑ Underline words and use bold letters
 - ❑ Be creative and outrageous
 - ❑ Use random shapes to point out items of ideas
 - ❑ Construct mind maps horizontally
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RECORD

□ Outlining

I. Textbook Note-taking Skills

A. Introduction

1. Note-taking-active learning mode-think about what is imp.
2. kinesthetically and visually gives stronger impressions
3. Can use before, during, or after reading textbook

B. The Importance of Note-taking

RECORD

- ❑ Combining Formats
 - May use different formats for different classes.
 - Use mind maps to summarize Cornell notes.
 - Do what works for YOU!
- ❑ Be Organized!



Speaking, Writing, Thinking Rates

Average Rates	Words per Minute
Speech During Lectures	100-125wpm
Writing	30wpm
Thinking	400wpm

What to do when your teacher talks fast...

- Keep writing
 - Mentally summarize
 - Paraphrase
 - Use abbreviations and symbols
 - Leave a gap and start writing again
 - Shift to paragraph form
 - Tape the lecture
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Recording Tips

- Use key words
 - Use pictures and diagrams
 - Write notes in paragraphs
 - Copy material from the board
 - Use a three-ring binder
 - Use only one side of the paper
 - Keep your own thoughts separate
 - Label, number and date
 - Use standard abbreviations
 - Leave blank space
 - Take notes in different colors
 - Use graphic signals (), *, >, etc.
 - Use recorders effectively
 - Use an "I'm lost" signal
 - Use 3x5 cards
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Recording is Important!

47% of what a person learns is forgotten in the first 20 minutes. Editing and reviewing are the most important parts of note-taking!

RECORD Textbook Notes

- Understand what you read by taking notes
 - Be selective
 - Paraphrase and reword
 - Include TB reminders in notes (see p. xx)
 - Label your notes
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Annotating Strategies

- Highlight topic sentence
 - Highlight key words or phrases
 - Circle terminology
 - Enumerate steps or lists
 - Make marginal notes
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Studying from Annotations

- Reread out loud only the marked annotations
 - Verbally string ideas together by adding your own words
 - Recite without looking
 - Write summaries to reinforce the information
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REVIEW

- Review within 24 hours
 - Edit notes
 - Fill in key words in the left-hand column
 - Use your key words as cues to recite
 - Consider typing up your notes
 - Create mind map summaries
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Helpful Resources!

- Counseling Classes
 - COUN 45: Basic Study Skills
 - COUN 110: College Success Skills
 - DRC
 - Notetaking Assistance (for qualified students only)
 - Workshops
 - Look for future workshops on student success topics!
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