

# EFFECTIVE NOTE- TAKING METHODS

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Student Success Workshop Series  
Sauk Valley Community College

# Retaining Information

**Studies show that people may forget:**

- **50% of a lecture within 24 hours**
- **80% in two weeks**
- **95% within one month**

**If they do not take notes.**

# Work at Improving Your Note-taking Skills

Test your note-taking skills:

- Go back to the notes you took this week in one of your classes - Do they make sense to you? Do you feel as though you are sitting in the lecture and hearing your professor talk about the topic?
- Go back to the notes you took at the beginning of the semester - Do they still make sense? Do you feel as though you are sitting in the lecture and hearing your professor talk about the topic?

# Phases of Note-Taking

## Before Class

- Read assigned material
- Review notes from previous session
- Sit near the front of the class in the center of the room
- Begin notes for each lecture on a new page
- Date each page of your notebook as well as date and number each handout
- Identify the chapter being covered at the top of the page

# Phases of Note-Taking

## During Class

- Listen carefully at the beginning of the lecture for an overview of the main topics of the lecture
- Maintain focus to identify important information
- Your goal is NOT to write every word of the lecture in your notes. Write down supporting information such as key points, background information, dates, key terms, definitions, examples, formulas
- Listen carefully at the end of the lecture for a summary of the main points from the lecture

# Phases of Note-Taking

## **After Class**

- Review, revise, or edit your notes as soon as possible
- Rewrite notes if necessary
- In your notes summarize the main points of the lecture

# Note - Taking Methods

**Cornell Note Taking Method** – This method allows you to listen, think, and then create your lecture notes.

Organize your note paper in the following format:

<i>Question Column</i>	<i>Cue Column – response to the question</i>
How to prepare for note-taking	<ul style="list-style-type: none"><li>• Preparation – read the assignment</li></ul>
How to take notes during class	<ul style="list-style-type: none"><li>• Pay attention and watch for cues</li><li>• Participate in the class discussion.</li><li>• Ask questions.</li></ul>
After class	<ul style="list-style-type: none"><li>• Review my notes as soon as possible after class</li><li>• Rewrite notes to help remember</li></ul>

## *Summary of the main points*

It is important to read the assignment before class so I am able to participate in the class discussion as well as get any questions I may have answered. I also must pay attention so I do not miss important information.

It is also important to review my notes for clarity and understanding as soon as possible after a lecture.

# Note - Taking Methods

## Outline Method

Organizational technique which allows you to show main points, sub-points and details. You are able to present your information in a more organized way.

Effective note-taking techniques help you to:

- A. Create an outline of a class lecture or textbook reading
- B. Summarize and retain important information
- C. Practice critical thinking skills to connect with information



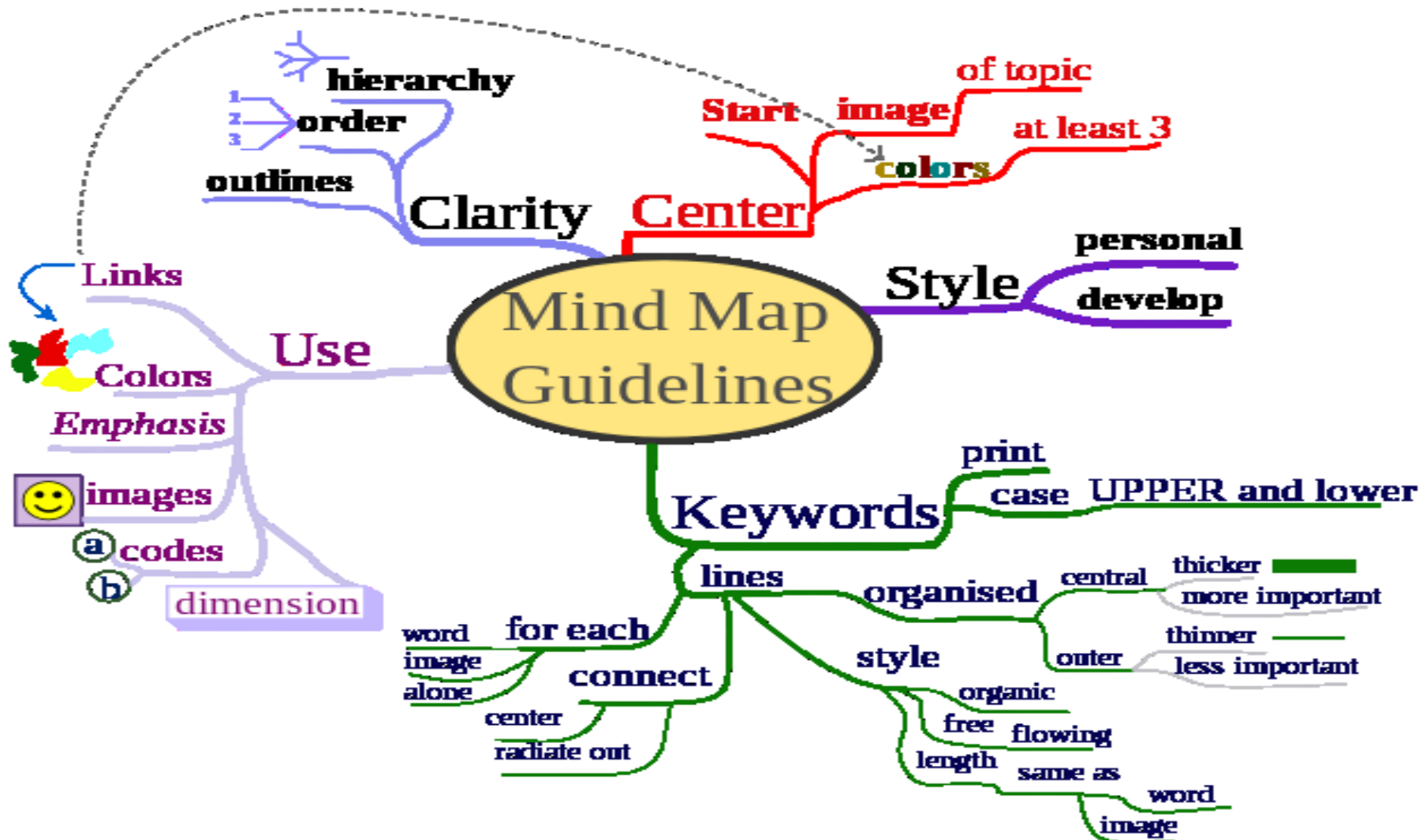
# Note Taking Methods

## Mind Mapping Method

- Ability to see the “big picture” and how information relates
- Useful way to review notes
- Allows for creativity

# Example – Mind Mapping Method

[http://en.wikipedia.org/wiki/Mind\\_map#mediaviewer/File:MindMapGuidlines.svg](http://en.wikipedia.org/wiki/Mind_map#mediaviewer/File:MindMapGuidlines.svg)



# In Conclusion

**Do not write everything down that your instructor says!**

- Be prepared for class
- Use your critical thinking skills

**Review and practice your notes**

- Schedule time to review your notes in your daily schedule.
- Talk about what you are learning with others

# And Finally . . .

Go back the exercise we began this workshop with –

- Go back to the notes you took this week in one of your classes
- Go back to the notes you took at the beginning of the semester

**What changes do you need to make in order to have more effective notes and increase your academic success?**

# Information Retrieved From:

- <http://www.eiu.edu/~lrnasst/notes.htm>
- [http://www.westshore.edu/webs/ltc/cornell\\_note\\_taking\\_method.htm](http://www.westshore.edu/webs/ltc/cornell_note_taking_method.htm)
- <http://printables.familyeducation.com8%2C33953%2C28212%2C28213%2C28214%2C9211%2C28719>
- Cornell Method information adapted from How to Study in College 7/e by Walter Pauk, 2001 Houghton Mifflin Company