

EFFECTIVE NOTE-TAKING METHODS

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

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

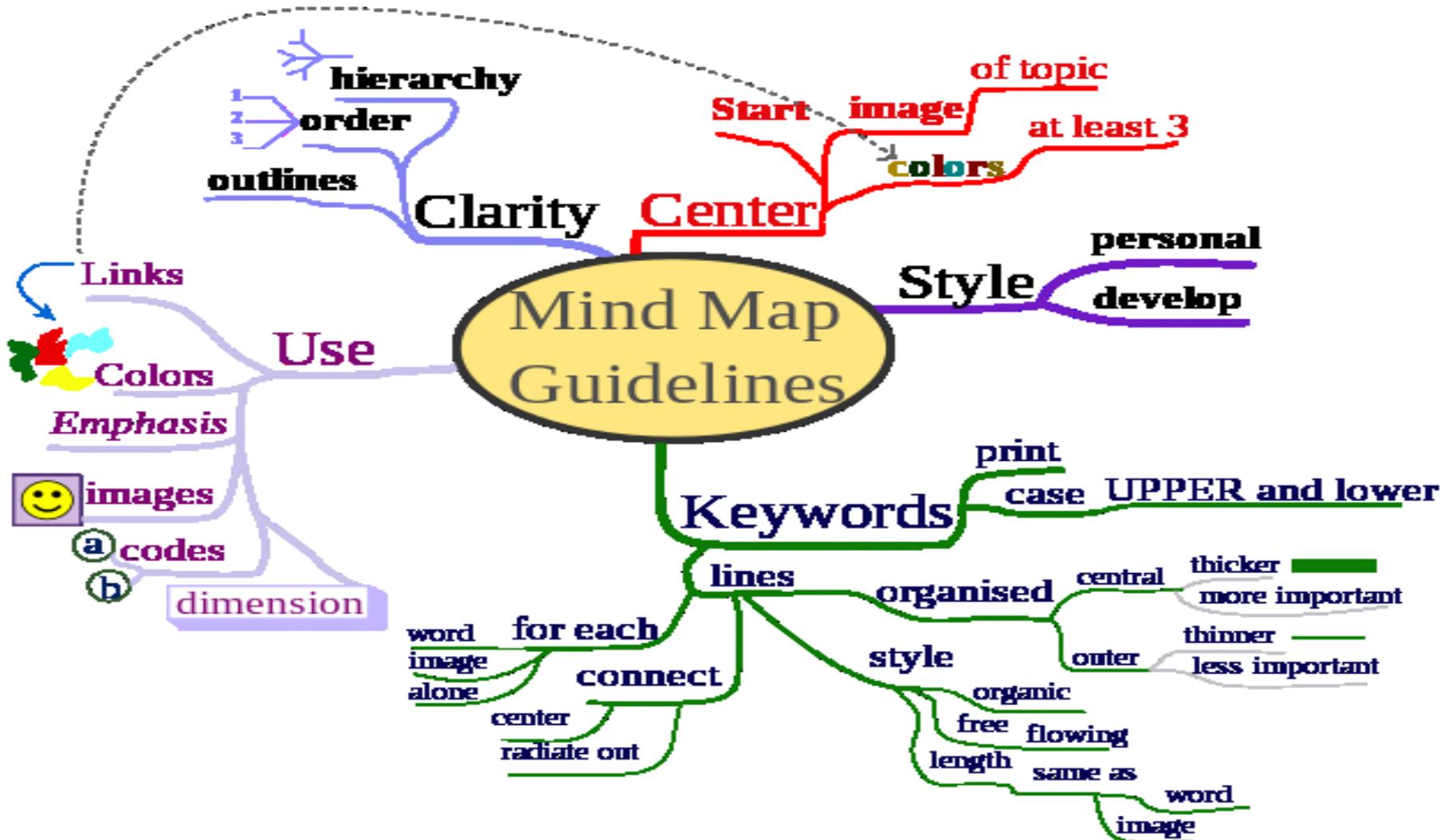
Note Taking Methods

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



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/~lrasst/notes.htm>
- http://www.westshore.edu/webs/lrc/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