

Note Taking

Cornell Note Taking Method

The Cornell Note Taking System is the most nationally recognized method for taking notes. It is used by over 10 million students in over 100 countries. It breaks the note page into three sections to allow for organized review and recall. You can use it while reading your text or taking lecture notes.

Format: Draw a horizontal line two inches from the bottom of the page.



Format: Write general information to the left of the paper. Indent more specific information under the general information. Further indent details and examples under the more specific information

When indenting, use either a combination of numbers, letters and or Roman numerals to to organize lists or symbols, such as dashes (-) or bullets (•).

The advantage to the outline method is that it is organized. If done correctly, it shows immediate relationships between concepts, reduces the need for editing, and simplifies review by turning main points into questions with the answers readily available.

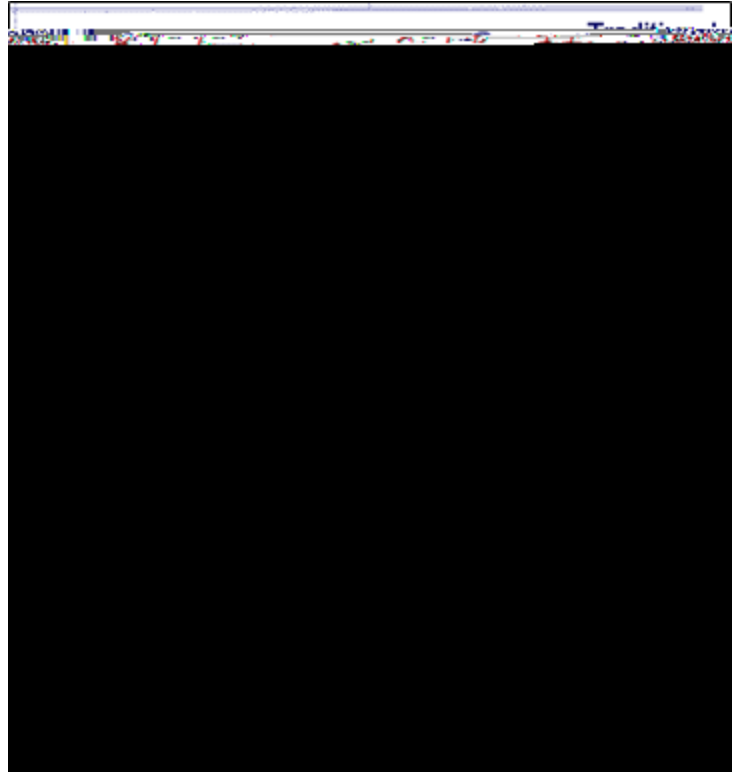
Method: Listen and then write in points in an organized pattern based on space indentation. Place major points farthest to the left. Indent each more specific point to the right. Levels of importance will be indicated by distance away from the major point. Indentation can be as simple as or as complex as labeling the indentations with Roman numerals or decimals. Markings are not necessary as space relationships will indicate the major/minor points.

When to Use: The outline format can be best used if the lecture or text is organized in an outline fashion. This may be either deductive (regular outline) or inductive (reverse outline where minor points start building to a major point). Use this format when there is enough time to think about and make organization decisions when they are needed. This format can be most effective when your note taking skills are solid.

How to Study: When preparing for a test, create a practice test on a piece of paper with only headers and symbols and see if you can fill in the rest. Also, have a partner ask you to name examples of each category.

Chart Method

A third system is called the Chart Method, and is best used for courses that demand memorization of important data , such as dates, places, people, events and shows how the information relates. Revision is unnecessary in this method since notes are continuous and create an overview.



Step 1. Determine the categories to be covered in the lecture. Set up your paper in advance by columns headed by these categories.

Step 2. As you listen to the lecture, record information (words, phrases, main ideas, etc.) into the appropriate category.

Step 3. You can summarize relationships after each lecture as deemed necessary

If the lecture format is distinct (such as chronological), you may set up your paper by drawing columns and labeling appropriate headings in a table.

DATE	PLACE	PEOPLE	EVENT	IMPORTANCE	RELATIOU
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Step 4. Add pictures or symbols to help with memorization or color code.

When to Use: Use when the lecture content is dense, but well-organized. May also be used effectively when you have a guest lecturer and have no idea how the lecture is going to be presented.

How to Study: Review by covering lines for memory drill and relationships. Main points can be written on flash or note cards and pieced together into a table or larger structure at a later date

Sentence Method

Format: Sentence method is an outline technique that can be helpful when the information is text heavy. It allows you to convert the dense information into a more precise phrase with less words

Step 1. Write every new thought, fact or topic on a separate line, numbering as you progress. Leave space between each.

Step 2. Simplify each note on a new piece of paper. Use abbreviations whenever possible.

Step 3. Cluster points which are related.

Advantages: Slightly more organized than the paragraph. Gets more or all of the information. Thinking to track content is still limited.

Disadvantages: Can't determine major/minor points from the numbered sequence. Difficult to edit without having to rewrite by clustering points which are related. Difficult to review unless editing cleans up relationship.

When to Use: Use when the leg

