Note Taking 101

Subtitle

Workshop Goals

- Note Taking Strategies

- Improving Your Notes

- Technology in the Classroom

- Matching Note Taking Methods to Teaching Styles

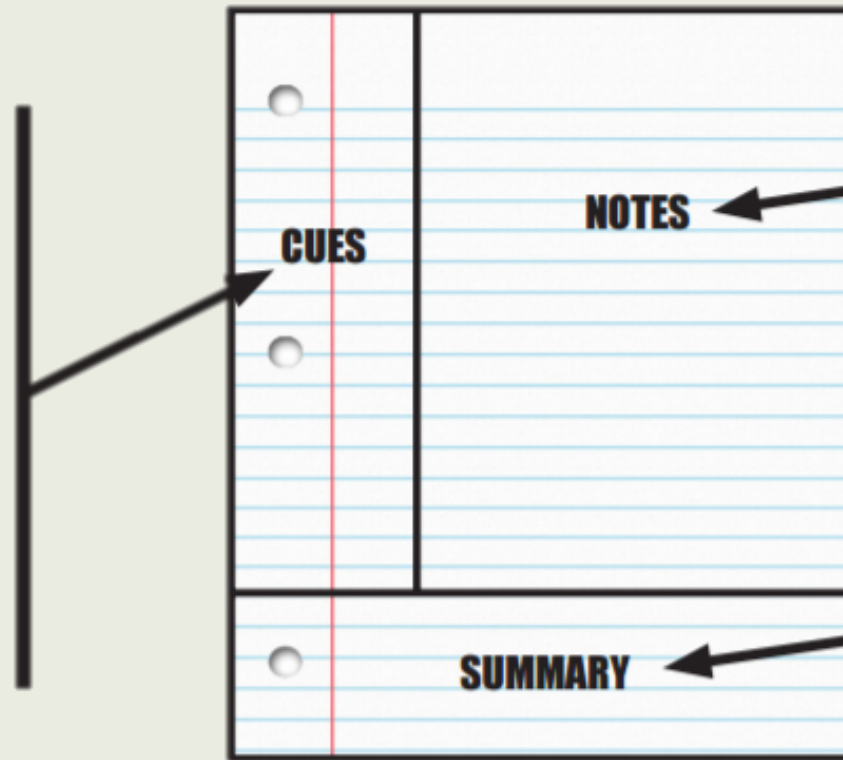- Managing a Fast Speaking Professor

Types of Note Taking Strategies

Cornell Note Style

For:
- ➢ Main ideas
- ➢ Questions that connect points
- ➢ Diagrams
- ➢ Prompts to help you study

When:
- ➢ Before class
- ➢ During class
- ➢ After class

For:
- ➢ Recording lecture

When:
- ➢ During class

For:
- ➢ Top-level main ideas
- ➢ Quick reference

When:
- ➢ After class
- ➢ Before Next Class (review)

CUES

NOTES

SUMMARY

Outlining Method

I. Main Point
    A. Sub point 1
    B. Sub point 2
        a. Detailed point
        b. Detailed point
    C. Sub point 3
II. Another Main Point
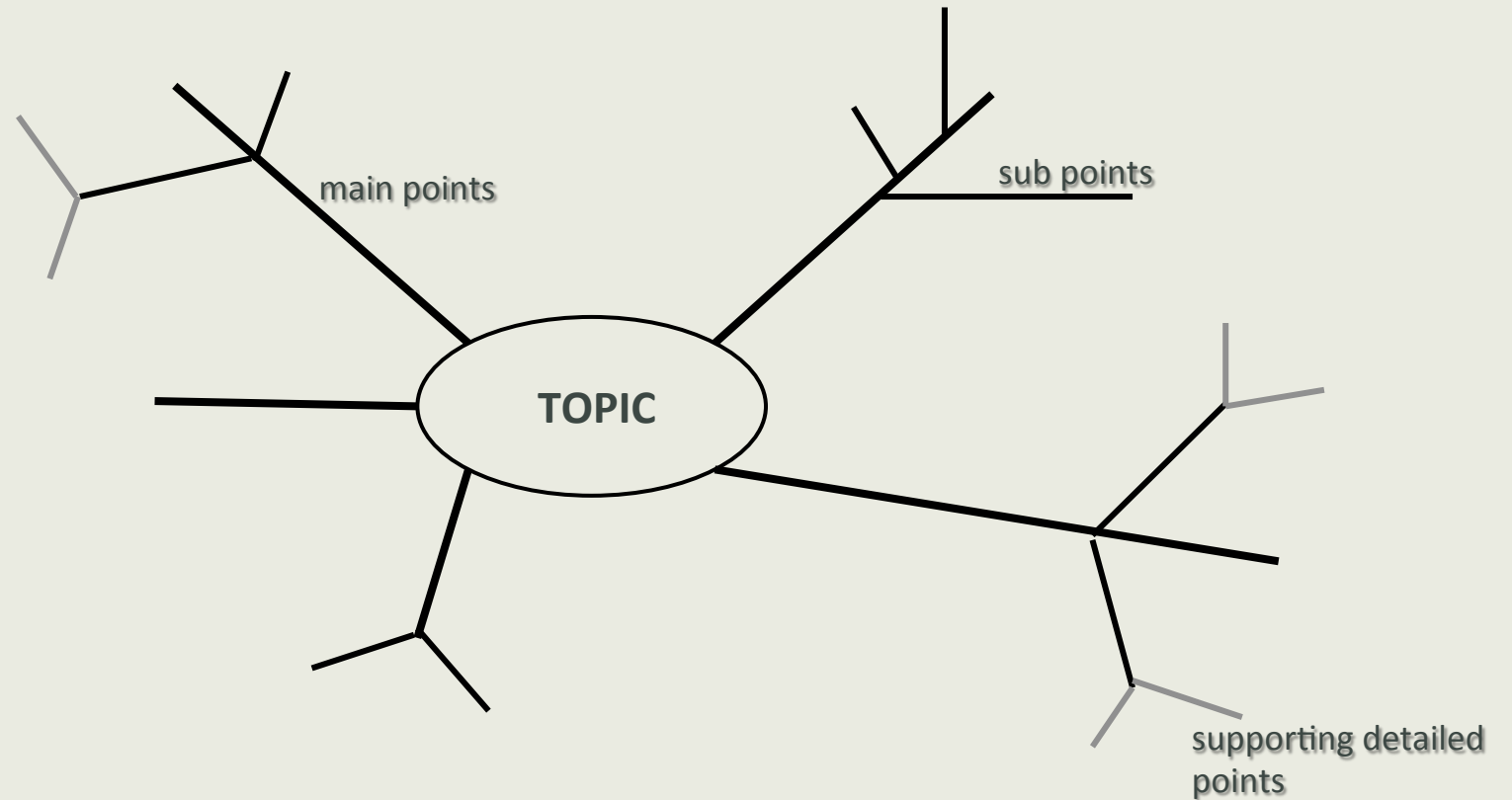
Information is structured from a

BIG, MAIN IDEA

down to

SMALL, SPECIFIC DETAILS

Mind Mapping Method

Great For:

➢ Visual learners

➢ Summarizing & studying

➢ Guest lecturers – when you don't know their lecture style

main points

sub points

TOPIC

supporting detailed points

Tips and Methods to improve your notes

BEFORE CLASS

Review the Text: This will give you a heads up of the terms, concepts, and information that will most likely be covered in the lecture. It can also give you an idea of how to structure the information.

Identify Unfamiliar and/or Difficult Content: If you find certain terms, concepts, or information confusing, you will know to take more specific notes during the lecture. You can also be sure to ask questions so that the instructor can clarify the information.

DURING CLASS

Format Your Notes: Find a style of note-taking that works best for YOU and the course. This might be using one style or a combination of styles so that you notes are the best resource they can be!

Record Examples & the Most Important Information: Don't worry about recording down every word the instructor says or your grammar and spelling. Instead, write down the most important information, main ideas/terms, and examples discussed in class.

AFTER CLASS

Review within 24 Hours: To minimize forgetting and maximize information retention, review your notes within 24 hours after your class.

Fill in Gaps: During class, you might not have been able to write down all of the information on a topic or an example you thought of after the lecture– add that information to your notes! This is also a chance to fix any spelling or grammar errors you might have made while quickly recording notes.

Summarize the Information: At the end of your notes for each class, write a short summary or synopsis to what you learned I class. This will help you focus back on the main ideas of the lecture and can serve as a quick review before your next class to help refresh the content covered.
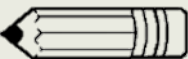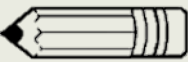
When Technology is Allowed in the Classroom

Google Drive

- Allows fast typers to **keep up with lecturers** easier

- Learner can **look up examples of content** as the professor is discussing it

  - Example: Art History class is discussing the Mona Lisa, student can quickly pull up a photo to have with his/her/their notes.

- Outline tool allows for **easy organization of notes**, and **quick searches of material** when studying for exams

- Notes can **be accessed on any device**- no worries about losing a notebook
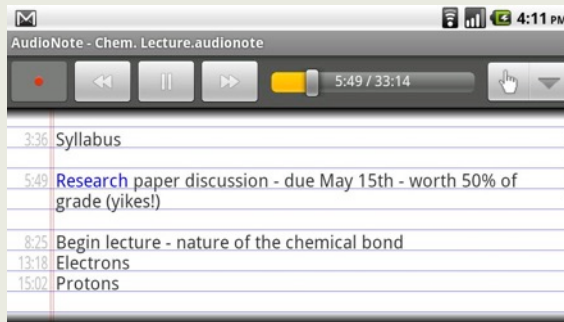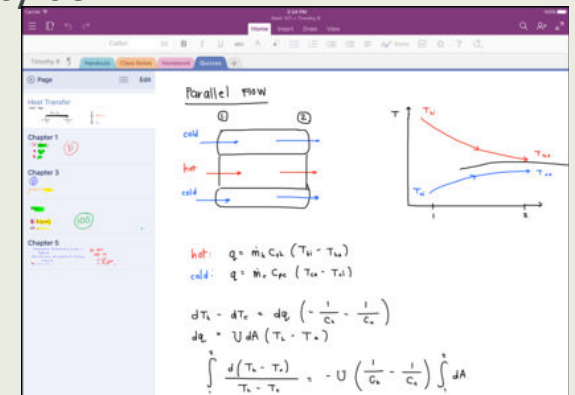
Note Taking Apps

AudioNote

- Compatible with all devices
- Record notes and audio
- Combines the functionality of a notepad and voice recorder

One Note

- Compatible with all devices
- Type, write or draw notes
- Draw or write notes on existing PDF's
- Works with a touchscreen device
  - Use finger or a stylus

Note Taking Apps

Important to Note:

🔖 You must have the **professors permission** before recording any classes!

🔖 This is **not an excuse** for playing games or scrolling Facebook in class

🔖 **Not every class will be pro-technology**, so having a paper & pen style is important too

Matching Note Taking Methods to Teaching Styles

If your professor is a:	Take notes like this:
Booker (goes by the textbook and reads from it in class.)	■ Take your textbook to class and underline what's read. ■ Take notes in a notebook that clarify information in the book (use page numbers)
Creator (rarely covers information from the book but usually introduces new materials in class.)	■ Take notes in a special notebook. ■ Take notes on main points and get reference source after class (concept mapping).
Speedster (talks a mile a minute & words are run together.)	■ Use abbreviations and take notes in non-sentences ■ Listen for major ideas/points. ■ Use your own words ■ Leave blanks if you miss information
Slow-poke (talks very slow and often in a monotone that can put you to sleep.)	■ Listen for main ■ Set a goal in terms of amount of notes to be taken and take that many.

If your professor is a:	Take notes like this:
Discourager (seldom asks for or calls for student questions and assumes everything is understood.)	■ Make question marks in your notes by specific items and ask after class. ■ Skim potential lecture materials before class.
Detective (always asking questions, checking to be sure you understand material and wanting you to talk.)	■ Skim material before class. ■ Take notes on main point of questions and leave room to take notes when he explains (two column technique).
Story teller (always uses a joke or personal experience for an example.)	■ Wait until the story is done and take notes when it is tied into the main point. ■ If necessary, take notes on punch lines of jokes—humor helps you remember things.
Mentor (takes you "under his wing", is concerned about your projects and progress.)	■ Fairly standard outline form to reflect your understanding. ■ Have more written or be longer than other classes.

Managing a Fast Speaking Professor

When Professors Talk Too Fast...

◢ <u>Read all the material before class</u> to get a foundation of the material

◢ <u>Share notes with a classmate or form a study group</u>. Different pieces of the lecture may be picked up by different peers

◢ <u>Leave space</u> in your notes to make it easier to add information later.

◢ <u>Develop a "lost" symbol</u> (e.g. "?" or "Q") to insert in your notes if you get lost during the lecture. This way you can keep pace with new information and figure out after class what you missed.

When Professors Talk Too Fast...

◢ <u>Ask your professor for clarification</u> if you are lost or confused about specific information. Office hours are a great time to make sure you understood the information.

◢ <u>Record the lecture</u> (ask your professor first). This works well because you can listen at your own pace later, but you have to listen to the lecture twice.

◢ <u>Use abbreviations!</u>
   ◢ Try standard symbols, such as ">" for "greater than", or make up your own.
   ◢ Be careful to be consistent with your abbreviations