

# EFFECTIVE NOTE TAKING STRATEGIES

## CORNELL NOTE TAKING

Notes are kept organized in a way so that terms and ideas are easily identified.  
**TIP:** Pay attention to the lecture. Daily review of notes is essential.

Page # CUES	Class/ Date	NOTES
Main Ideas Key Concepts Connecting Questions Study/Quiz Prompts	<ul style="list-style-type: none"><li>• Write notes here during lecture</li><li>• Start new lines for each topic</li><li>• Use bullet points</li><li>• Write concisely, drop articles</li><li>• Abbrev. are OK</li><li>• If you miss an idea during the lecture, fill it in after class</li><li>• Quiz yourself by covering up notes and recalling info based on cues</li></ul>	
<b>SUMMARY:</b> Write out main ideas of lecture to use as quick reference guide.		

Complete these after class

Complete this during class

## TRADITIONAL OUTLINE METHOD

Notes are organized by each main topic where ideas within a topic can be described more in depth.  
**Tip:** Avoid words or phrases that are not needed.

### How to write an outline.

- I. Begin your first level with a topic (use Roman numeral I.) and start a new level with a new topic (I., II., III., IV.)
  - a. The next level (a., b., c., etc.) should be subtopics
    - i. Next come detailed points (i., ii., iii., iv) that should relate directly to the subtopic (a. in this example)
    - ii. The subtopic in (a) should relate to the general topic in (I.)
  - b. This concept relates to the first topic (I.) but is separate from the first subtopic (a.)
- II. Outlining works by condensing concepts into a "tree"
  - a. Advantages to the outline method
    - i. Clear, easy to read
    - ii. Shows both content and relationships between topics
    - iii. Does not require speed or lots of detail
  - b. Disadvantages to outline method
    - i. Requires planning and time, so it is difficult to use during fast-paced or complex lectures
    - iii. May not work well for STEM courses where sequential relationships are key

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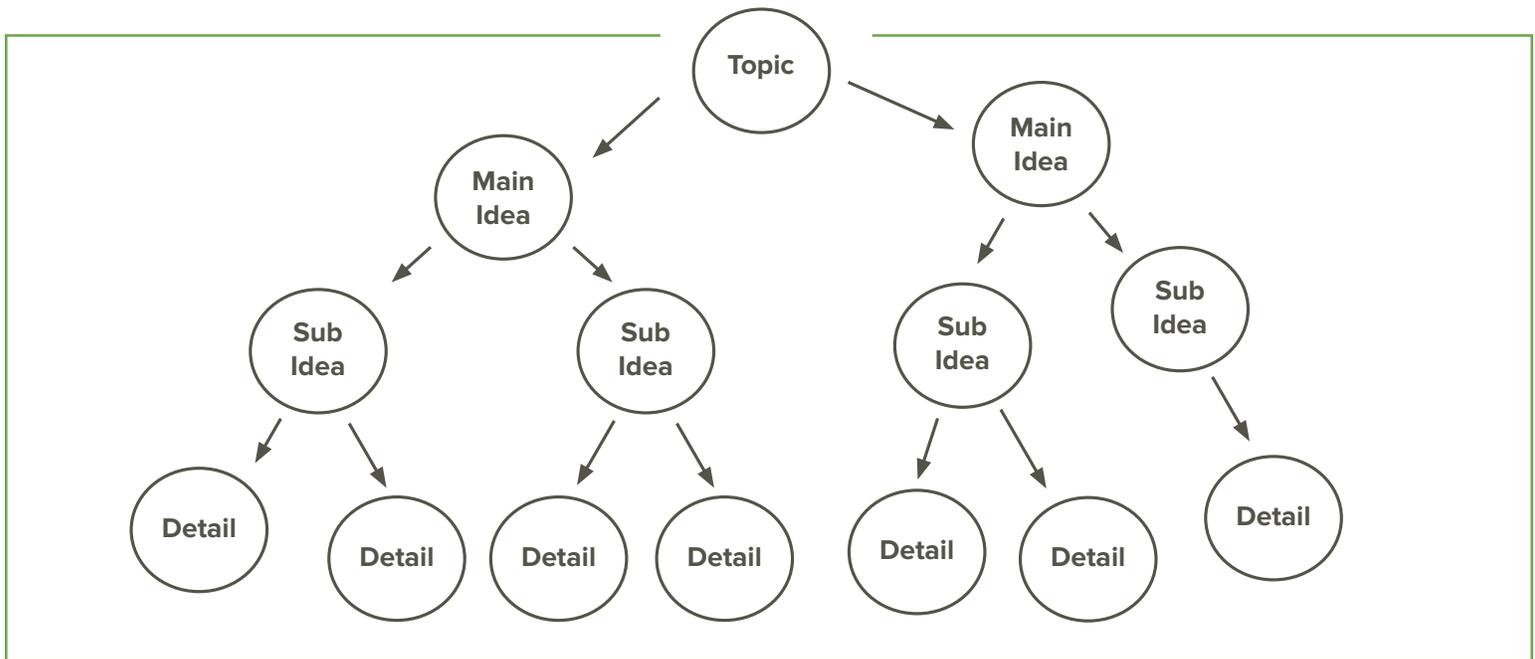
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## MIND MAPPING METHOD

Notes are organized visually to show how content relates to each other.  
Tip: Be sure to know further information about each circle within the map.



## SENTENCE METHOD

This method is similar to the traditional outline method; however, this method is most helpful when summarizing ideas and concepts in your own words.  
Tip: Be careful not to get into the habit of writing too much. Focus on important information.

### HOW TO DO IT

- Write about each topic as it is discussed, using sentences
- Begin a new line when the topic shifts.
- 2 write v. fast, use abbrev. + symbols w/ clear meanings
- Consider using some kind of visual aid like bullet points
  - This makes it easier to group related info
  - It also makes notes easier to review later

### ADVANTAGES

More organized than writing notes in full paragraphs  
Records basic information

### DISADVANTAGES

Hard to determine major ideas from minor detail  
More difficult to use for test review

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