

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">• Write notes here during lecture• Start new lines for each topic• Use bullet points• Write concisely, drop articles• Abbrev. are OK• If you miss an idea during the lecture, fill it in after class• Quiz yourself by covering up notes and recalling info based on cues	
SUMMARY: 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

Major in you.

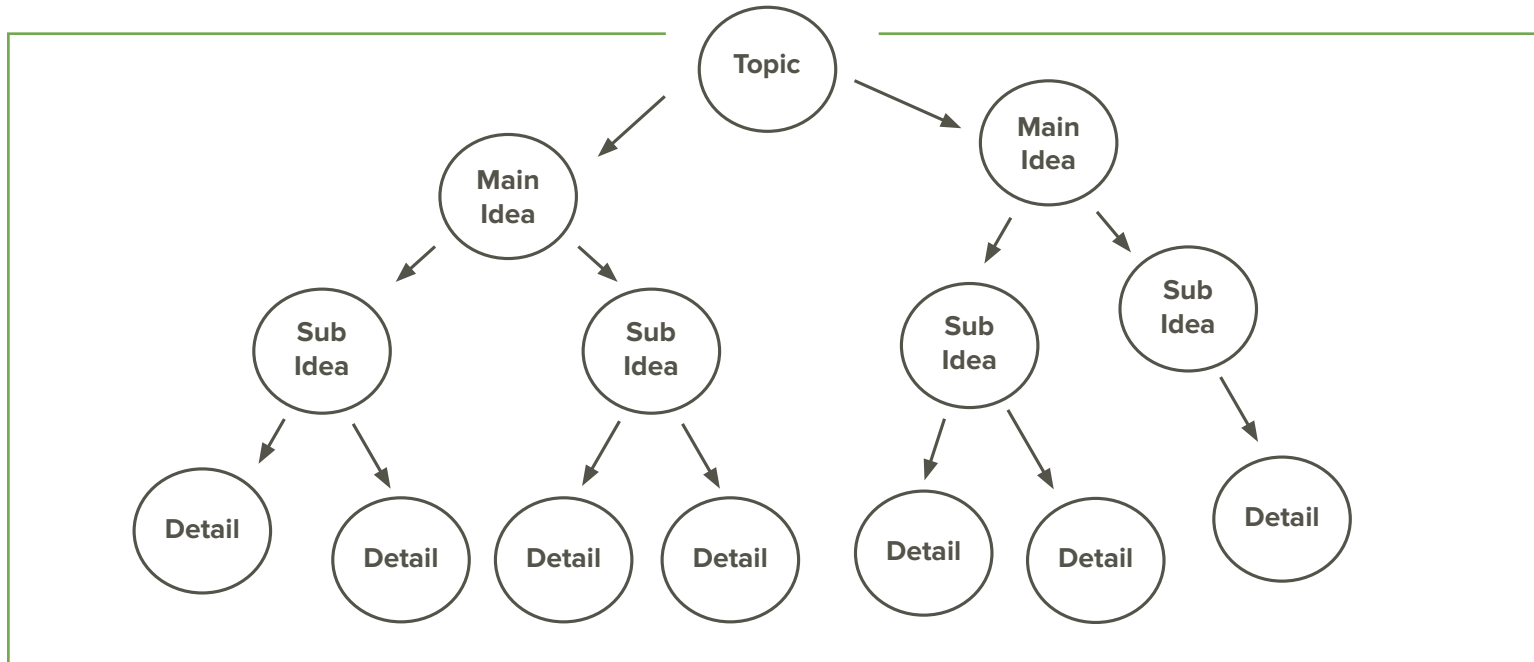
PARKSIDE ACADEMIC RESOURCE CENTER
The Commons, Wyllie Hall D1
parc@uwp.edu | uwp.edu/PARC

UNIVERSITY OF
WISCONSIN
PARKSIDE

EFFECTIVE NOTE TAKING STRATEGIES

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

Major in you.