

Note-Taking



Did you know....most of us only remember 17% of what we hear after a week!

Good note-taking skills are crucial! Your notes are your only link to the lecture. Do not presume that everything the professor tells you will be in the textbook. Good professors will bring in references from other sources, including their own research, and so you need to be able to record that information to review later.

10 Tips for Better Note-Taking



Prepare

The easiest way to prepare for note-taking is to complete the assigned reading **before** the class. This will provide you with an idea of the main ideas and an introduction to new vocabulary.

Listen and observe



Effective listening and effective note-taking go hand-in-hand. There are different levels of listening. Learning to actively listen (compared to just hearing) is a skill that must be developed. To actively listen requires concentration. Focus on what is being said, ignoring all distractions. You must compare what is being said to what you know and determine how the new information applies.

Use a style of note-taking



When taking notes, it is important to have a style or system which delineates main ideas from sub points. There are 3 styles that work very well:

Cornell

Outline

Mind Maps


Note: Examples of each style are provided at the end of this document.

Abbreviate

\$ Abbreviating sentences into points is a must for effective note-taking.
% Never write complete sentences! Abbreviating also applies to words – use short forms and symbols as a way to increase your speed.

& **Examples:** because=b/c, with= w/, without= w/o, psychology=psych, psychological=psych'l, business=bus, accounting=acct'g

Highlight key ideas

Underline, circle, highlight or put a star  beside key ideas that may likely show up on a test. Listen to the clues the professor provides to you, which may be repetition of ideas, an increase in volume, moving around more, or writing on the board.

Leave lots of space

Note-taking is not a time to be concerned about conserving paper. Leave space in between ideas so that extra notes, examples, etc, can be added after. If you feel that you missed what the professor was saying, leave lots of space and fill it in later from the textbook or a classmate's notes.

Mark ideas that require more information or clarification

If there are some things that you do not understand, put a question mark beside the point, leave some space and go back to it later. Ask the professor after class, ask a classmate or turn to the textbook. You could also try searching on the Internet for additional information that may be explained in a different way that makes more sense to you.



Ask questions



Become actively involved in the lecture. Listen closely and ask yourself questions about the material. How does this information relate to something you already know? How does it relate to the course? Don't be afraid to ask questions in class and become involved in discussions. Be an active participant!

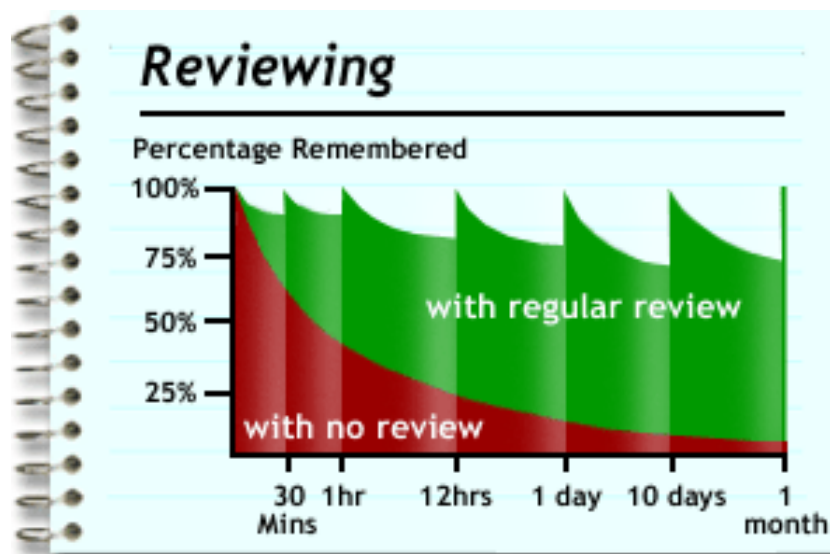
Revise your notes

Revising your notes does not mean simply copying them to make them neater. It means summarizing, paraphrasing, linking ideas and condensing to create study notes. Pay attention to possible test questions – think like a prof!



Review notes at least twice a week

Taking the time to review all your class notes (from beginning of the semester) will save you a HUGE amount of time when it comes time to study for the test or exam. If you don't regularly review, you will have to basically re-learn everything. Without regular review, almost all the information will be forgotten by just 24 hours after the lecture!



Example of Outline System of Note-Taking

Daily Nutrition:

1. Veg & Fruit

- 5 – 10 servings/day
- Variety: different colours and types
- Source of vitamins and fibre

2. Dairy

- 2 -3 serv/day
- Low fat
- Source of calcium - good for bones, teeth

Example of Mind Mapping System of Note-Taking

