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# Note Taking Skills

Research shows that 99% of students take notes during lectures. But most students don't do it correctly. Did you know...

- ✓ Students typically only record less than 40 percent of the lecture's main ideas and content.
- ✓ Less than half of students review their notes after they have written them.
- ✓ Only a third of students edit their notes by adding, deleting, or organizing the material.
- ✓ Some students never look at the notes again after they leave class.

## Learning Style

Note taking is an essential skill for you, but it's only effective if used correctly. Try using the VARK [Learning Style](#) when taking notes.

<b>Visual</b>  Watch your teacher and the screen, during overheads, power point or word presentations, or visual aids are being used.	<b>Aural</b>  Listen to the lecture. You can also record it, and listen to it later for review.	<b>Read/Write</b>  Write down what you see and hear so that you can review it later.	<b>Kinesthetic</b>  Use multiple senses, such as listening, watching and writing, to interact with, and learn, the material.
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# Note Taking Skills

## Tips and Tricks for Note Taking

### PREVIEW THE MATERIALS



- Go to class prepared, even if you have only a few minutes to prepare the night before or right before class.
- Skim textbook chapters for main ideas, general themes, and key concepts.
- Skimming is a simple strategy that helps prepare your brain to process information efficiently and effectively.
- Keep the handouts that you receive in class.
- Put a question mark next to anything you don't understand, so that you can ask about it later.

### BE ON TIME AND SIT UP FRONT



- Being late to class indicates an attitude that class is not important to you and disrupts the teacher and other students.
- Set your phone (or watch) 5 minutes ahead and arrive early enough to preview your notes and get settled.
- Sit in the front of the class. It will help you be more alert, and you will see and hear better.
- Plus, you will also be more likely to ask questions and less likely to doodle or talk with other students.

### GO TO EVERY CLASS AND PAY ATTENTION



- The most important part of being prepared is to attend all of your classes.
- You can't take effective notes if you are not there.
- It is important to pay attention and to be mentally alert.

### ORGANIZE YOUR NOTES



- When taking notes, use large, bold headlines for main ideas and large print for keywords, important points, facts, and places.
- You may want to use a binder for each class to organize notes, handouts, tests, and summaries.
- Leave wide margins and plenty of space to make note corrections, or to clarify, or summarize.
- Try not to crowd your words, so they will be easy to understand.



# Note Taking Skills

## Tips and Tricks for Note Taking

### USE SHORTHAND & FOCUS ON KEYWORDS



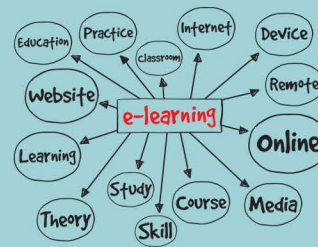
- Don't try to write down everything the teacher says. Jot down only main points and key words.
- Illustrations, filler statements, stories, introductions, and transitions are important for depth, interest, and understanding, but you don't have to write down every word.
- Create your own system for note taking, such as abbreviations and symbols that will help you remember the information.

### MAKE NOTE TAKING ACTIVE & PHYSICAL



- Pay attention to how you hold your pen, and how your back feels against the chair.
- Sit up straight; slouching tells your brain that this activity is not important.
- When you're taking notes and you feel your energy dip, take a walk, stretch, do deep knee bends or head rolls.

### LINK INFORMATION



- Connect ideas and link similar information.
- Look for patterns and information that is different.
- Compare and contrast.
- Find similarities and differences.

### USE NOTE CARDS



- Use index cards to jot down key words, formulas, definitions, and other important information.
- Note cards and flash cards help you use your learning style(s).
- Write down key words and main points; refer to your cards throughout the day, and to review for tests.

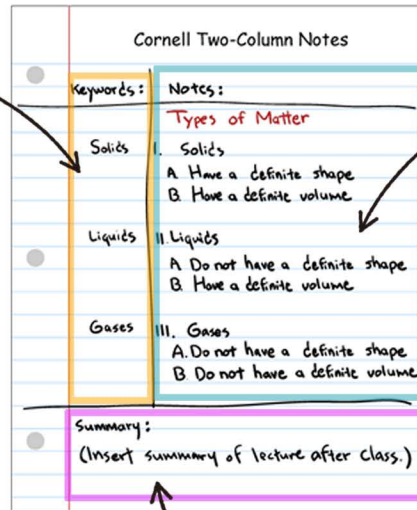


# Note Taking Skills

## The Cornell System

### Cue Column

- Write relevant questions or keywords in the cue column.
- Jot down your questions as soon as possible, so that the lecture and questions will be fresh in your mind.



### Note-Taking Area

- Write down the main ideas of the text or lecture in the note-taking column.
- Paraphrase long sentences and use symbols or abbreviations instead.

### Summaries

- Within 24 hours of taking the notes, revise and write questions.
- Write a brief summary in the bottom five to seven lines of the page. This helps you increase your understanding of the topic.
- Use your own words to summarize the notes so that you can describe the information in a way you understand it.

## Mind Maps

- A mind map is a visual, form of note taking that helps you see the big picture, as well as connections to the main idea.
- Mapping starts from the main idea of the lecture, placed in the center of a page, and branches out with subtopics through associations and patterns.
- You may find that mapping helps you increase your understanding, creativity, and memory.
- Mind maps are most useful for brainstorming ideas for speeches or papers, serving as a framework for recalling topics, and reviewing a topic.

