Note-taking

Get Organized

> Instructor style
> Course Content
> Your style

Before Class (tune-in)

> Review last class
> Prepare/scan new class material
> Homework, reading done
> Be on time
> Notebook, supplies ready

During Class (comprehension)

> Listen actively
> Date, title, course
> Record: main ideas, details, notes from the board
> Use symbols and abbreviations
> Consider your note-taking format

After Class (retention)

> Revisit within 24 hours
> Edit, clean up, colour code
> Summarize/merge materials
> Review
> Recite, self-test

Checklist for Listening and Note-taking

Circle Y for Yes or N for No to the following statements:

BEFORE CLASS			
1.	I determined the probable topic of the lecture in advance	Y	N
2.	I read materials on the lecture in advance.	Y	N
3.	I reviewed the previous class lecture notes before attending.	Y	N
DURING CLASS			
4.	I was ready to take notes when the lecture began	Y	N
5.	I was sitting near the front of the classroom	Y	N
6.	I focused on the content presented	Y	N
7.	I did not get distracted	Y	N
8.	I took notes	Y	N
9.	My notes are clear and legible	Y	N
10.	I do not have any doodling marks	Y	N
11.	I put the date at the top of the page	Y	N
12.	I recorded at least one of the following: Course name, instructor name	Y	N
13.	I used symbols in my notes	Y	N
14.	I used abbreviations in my notes	Y	N
15.	My notes are in a condensed format (phrases, point form, graphic)	Y	N
16.	I wrote down the homework requested	Y	N
AFTER CLASS			
17.	I got back to my notes as soon as possible to edit them (right after class, after school or that evening)	Y	N
18.	I completed cleaning up my notes (editing, adding information, clarifying information)	Y	N
19.	My notes are filed in an orderly fashion and where they belong	Y	N
20.	I indicated the key words/key concepts (underline, circle, in margin)	Y	N
21.	I summarized my notes	Y	N
22.	I self tested myself	Y	N
23.	If applicable: I made notes from the text and integrated it to the lecture notes	Y	N
24.	I asked questions (with peers, instructor, to myself) as needed	Y	N
25.	I have reviewed (daily/weekly) prior to the next class	Y	N
26.	I feel confident with the material	Y	N
27.	I have completed the assignments and pre-reading for next class	Y	N

Common Note-taking Styles

There are many ways information may be organized in notes. Your note-taking style will depend on personal preferences, learning style, the manner of presentation of the material, and the subject matter. You do not need to use the same format for all note-taking tasks.

1. Traditional /Outline method

A versatile format to detect and understand relationships and associations among different pieces of information.

First item

I. Second item
- A. sub item
- B. sub item
  1. sub sub item
  2. sub sub item

II. Third item

Main Heading

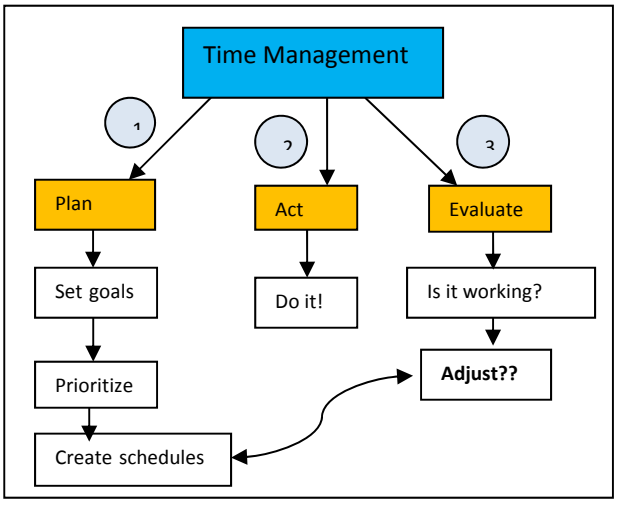
- Key points
- .....
- .....

2. Cornell Note-taking System (see example)

The notes can easily be used as a study guide for exam preparation.

3. Mind mapping

Allows you to see relationships between ideas and information as images.



Cornell Method of Note-taking Date:_____

Topic:_____

2. After class notes	1. Record/take notes here:
• Key words	• Identify main points
• Phrases	• Capture main ideas
• Questions	• Use words, graphs, whatever it takes
3. Recite (out loud)	**4. & 5. Reflect and Review**
• Cover notes, read key words, phrases, questions	• Review notes periodically, self test
• Recite the facts or ideas	

6. Summarize the page, especially for challenging content; use full sentences.

Symbols and Abbreviations for Note Taking

&	and	**govt**	government
=	equals, is, are	**mpt**	important
≈	about, approximately	**ea**	each
>	greater than	**tho**	though
<	less than	**min**	minimum
#	number	**max**	maximum
X	times	**btwn**	between
→	leads to	**bkgd**	background
Δ	change	**vs**	versus, against
/	or	**qty**	quantity (amount)
∴	therefore	**e.g.**	for example
↑	increase, grow	**i.e.**	that is
↓	decrease, loss	**asap**	as soon as possible
♂	male	**mat**	material
♀	female	**ppl**	people
yrs	years	**info**	information
@	at	**ht**	height
w/	with	**wt**	weight
w/o	without	**re:**	regarding
s/t	something	**b/c**	because

Use symbols from your industry or create your own.

Create your own abbreviations using letters from the word/phrase (e.g. PWR for pressurized water reactor).