Note Taking
Styles & Tips

Cornell Style

THE CORNELL METHOD

Page #	Today's Date
Layout of the page and where to write	You physically draw a line vertically down your paper, leaving 2.5 inches on the left and 6 inches on the right. This allows you to take notes on the right-hand side of the page leaving space on the left to summarize the main point with a cue word or phase.
Organization of concepts	When the instructor moves to a new topic, skip a line. It is also a great idea to use some organizational structure to your whole page. • Use bullets! ✓ Use an indented system – kind of like outlining • You can <u>underline</u> important words.
Filling in blanks.	If you aren't able to completely write down an idea before the instructor moves on to a new topic, *fill it in after class.*
Reviewing and Studying	After class, test your knowledge of course material by covering up the right side of the page, reading the cue words, and trying to remember as much information as possible. Then check to see if you remembered correctly. *Also write page and day summaries.*
Advantages	This is a simple and efficient way of recording and reviewing notes – it's easy for pulling out major concepts and ideas. It's simple and efficient. It saves time and effort because you "do-it-right-in-the-first-place."

http://www.redlands.edu/docs/StudentLife/1Five_Methods_of_Notetaking.docx_UPDATED_7-09.pdf

Cornell Style

- Divide paper into 3 sections – a small column on the left, large box on the right, and small section at the bottom.

- Write course name and date at the top.

- Take notes as usual in large right column.

- Put main ideas and key points into left column.

- Write summary of main ideas in the bottom section.
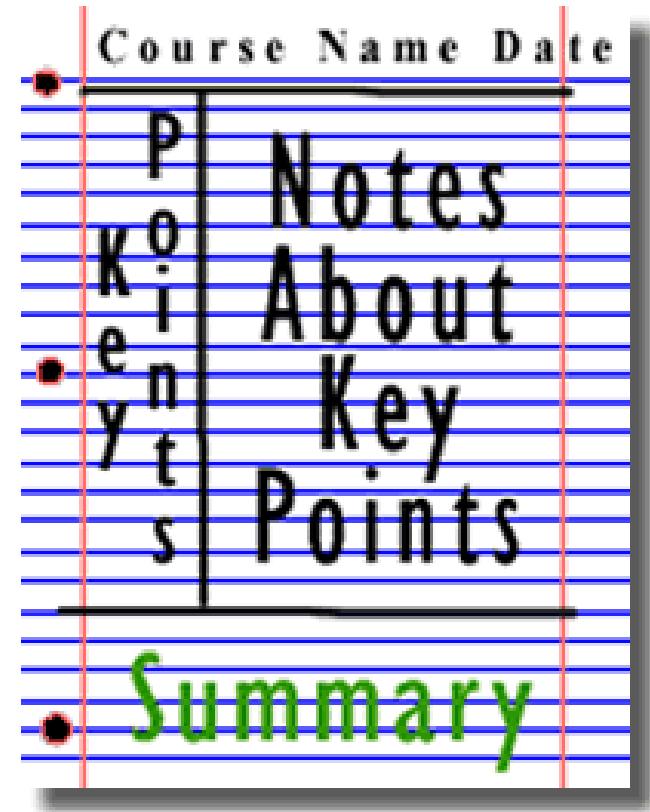
Outlining

THE OUTLINING METHOD

Page #   **Today's Date**

                          Class Topic: How To Outline Notes

I.   The first level is reserved for each new topic/idea and is very general.
   a.   This concept must always apply to the level above it (I)
      i.   This concept must always apply to the level above it (a)
      ii.   This is a second supporting piece of information for the level above it (a) but is equal to the previous information (i)
      iii. This information is a sister to (i) and (ii)
   b.   This concept applies to the level above it (I) and is a "sister" to (a)

II.   You don't have to use Roman Numerals, Letters, and Numbers – try only indents, dashes, and bullets!

III.   Outlining requires listening and writing in points in an organizational pattern based on space indentation
   a.   Advantages to outlining
      i.   It is well-organized
      ii.   It records relationships and content
      iii. It reduces editing and is easy to review by turning the main points into questions
   b.   Disadvantages to outlining
      i.   It requires more thought during class for accurate organization.
      ii.   It does not always show relationships by sequence.
      iii. It doesn't work well if the lecture is moving at a quick pace.

- Use different levels (i.e., 1, A, i or different types of bullets) to organize ideas.
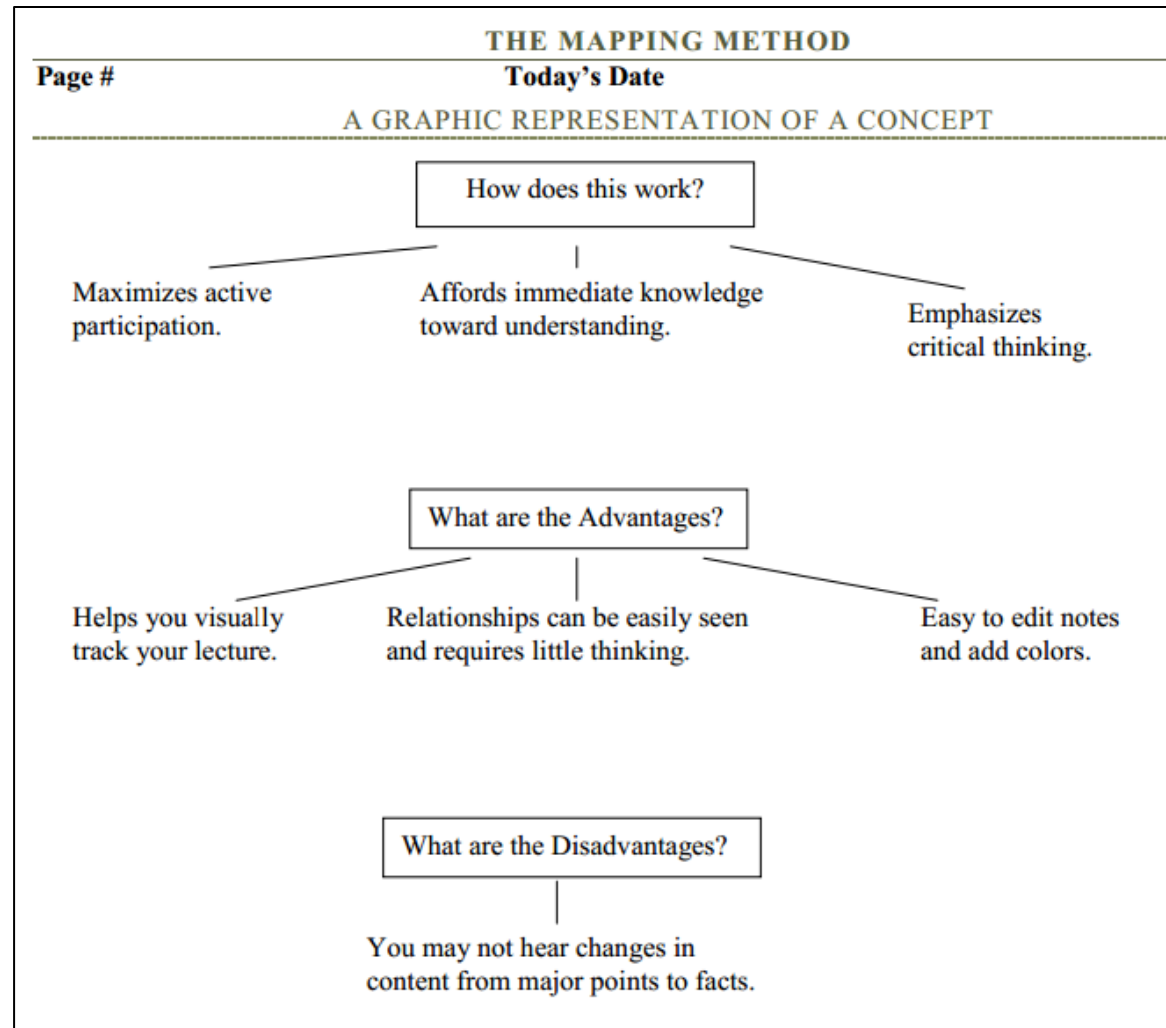
http://www.redlands.edu/docs/StudentLife/1Five_Methods_of_Notetaking.docx_UPDATED_7-09.pdf

Charting

THE CHARTING METHOD			
Page #	**Today's Date**		
How?	**Advantages**	**Disadvantages**	**When to Use it?**
Set up your paper in columns and label appropriate headings.	Helps pull out the most relevant information.	Can be a hard system to learn to use.	If you'll be tested on facts and relationships.
The headings could be categories covered in the lecture.	Also reduces the amount of writing necessary.	You need to know the content that will be covered during the lecture before it begins.	If content is heavy and presented quickly – such as a history course with dates, people, events, etc.
Insert information (words, phrases, main ideas, etc) into the appropriate category.	Provides easy review for memorizing facts and studying comparisons and relationships.		If you want to get an overview of the whole course on one big paper.

- Set up paper with columns and rows to organize ideas.

Mapping

- Organize ideas into a map, which helps you visualize the connections between ideas more easily.

THE MAPPING METHOD

Page #   Today's Date

A GRAPHIC REPRESENTATION OF A CONCEPT

How does this work?

Maximizes active participation.

Affords immediate knowledge toward understanding.

Emphasizes critical thinking.

What are the Advantages?

Helps you visually track your lecture.

Relationships can be easily seen and requires little thinking.

Easy to edit notes and add colors.

What are the Disadvantages?

You may not hear changes in content from major points to facts.

Note Taking Tips

- Use abbreviations that make sense to you.

- Highlight important points, especially those that the professor emphasizes. Your professor writes the test, so anything they discuss at length will probably be included on it.

- Make use of colors, through different colored pens or highlighters, to code information into different categories.

Note Taking Tips Continued

- Come to class with notes from your readings for the day, and also bring any powerpoint slides the professor may have provided.

- Consider using multiple styles, depending on the type of information and the lecture style.
  - i.e., may use <u>Cornell Style</u> mainly, but include <u>Mapping</u> when you can see a concept more clearly that way.