

Note taking

SOS: Strategies for Optimal Studying

Note taking Strategies

- First you must listen.
- Anticipate what is coming next.
- Focus on listening to what is being said.
- Taking notes keeps your mind active.
- Resist distractions.
- Involve yourself by thinking of examples as the speaker talks.
- Listen closely to introductory and closing remarks
- Pay attention to speaker cues...voice, physical motions, rate of speech

More Strategies

- Note any material that is repeated
- Summarize the information to yourself
- Develop a personal shorthand...create a code

w/o without

b/c because

w/ with

+ and

govt government

b/f before

imp important

cont continue

rt right

Note taking from Lectures

- ◉ Do you ever assume you don't need to write anything down because you "heard it"??
- ◉ Within 2 weeks you will forget 80% of what you heard.
- ◉ Within 4 weeks you will remember only 5 % of what you heard.

Before class

- ◉ Review the notes from the day before
- ◉ Make sure you have paper, text, pens/pencils, handouts
- ◉ Plan on listening 80% of the time and writing 20% of the time
- ◉ Write the date at the top of your paper for notes.
- ◉ Leave spaces between the lines so that you can add information later.

During class

- ◉ Write main idea (These points are what your teacher emphasizes and repeats.)
- ◉ Write important details

Watch for signals of importance

- Copy whatever the teacher writes on the board or overhead.
- Always write definitions and listings
 - a) The 4 steps in this process...
 - b) 7 characteristics are...
 - c) The 2 causes are...
 - d) These 4 reasons are...

Signals of Importance

- Listen for important remarks...
 - a) And don't forget...
 - b) This is an important reason...
 - c) Pay special attention to....
 - d) The basic idea is
 - e)and I'll keep coming back to the idea that...

Signals of Importance

- Teacher's physical gestures
 - a) Pointing
 - b) Listing with fingers
 - c) Facial expressions
 - d) Stepping forward
 - e) Pounding on the desk or board...

Signals of Importance

- Listen to the teacher's voice and note:
 - a) Changes in speed
 - b) Changes in volume
 - c) Changes in pitch

Teachers often state the most important ideas during the last 5 minutes of a class!!!

Notetaking Strategies

- ◉ Cornell Note taking
- ◉ Two Column Method
- ◉ Outlining
- ◉ Mapping Method
- ◉ Sentence Method

Cornell Note taking

Course Name Date

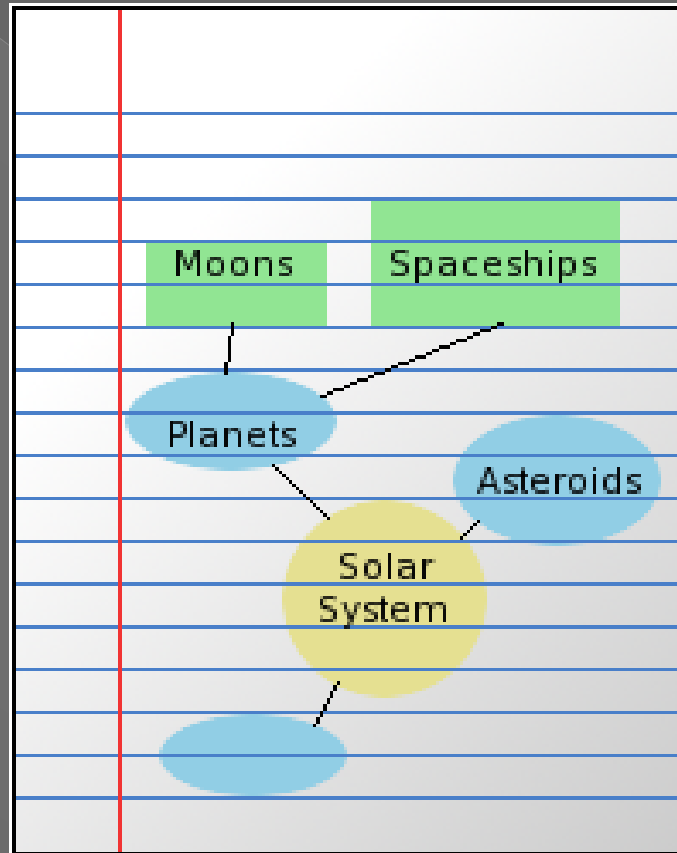
Key Points	Notes About Key Points
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Summary

Two Column Method

Name Date	
Key Words	Description

Mapping Method



Sentence Method

- Write sentences on every other line.

Which one makes sense to you?

- Try different methods and figure out which will work the best for you
- You may need to use different note taking styles depending on the subject or the teacher