

The Note Taking Process

Observe an event - a statement by a professor, a lab experiment, or a chapter of required reading.

Record your observation of the event or "take notes"

Review what you have recorded.

Observe

- ❑ Set the stage
 - Complete outside assignments
 - Bring the right materials
 - Sit front and center
 - Conduct a short pre-class review
 - Clarify your intentions
 - ❑ Watch for clues
 - Be alert to repetition
 - Listen to introductory, concluding, and transition words and phrases
 - Watch the board or overhead projector
 - Watch the instructor's eyes
 - Highlight the obvious clues
 - Notice the instructor's interest level
 - ❑ Be here and now in class
 - Accept your wandering mind
 - Notice your writing
 - Be with the instructor
 - Notice the environment
 - Postpone debate
 - Let go of judgments about lecture styles
 - Participate in class activities
 - Relate the class to your goals
 - Think critically about what you hear
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Record

- General techniques for note taking
 - Use key words
 - Use pictures and diagrams
 - Take notes in bullets!
 - Write legibly
 - Copy material from the board
 - Use a three-ring binder – one per class
 - Use only one side of your paper
 - Use 3x5 cards
 - Keep your own thoughts separate
 - Use an “I’m lost” signal
 - Label, number and date all notes
 - Abbreviate familiar words
 - Leave blank space
 - Take notes in different colors
 - Use graphic signals/symbols (+, =)
 - Use recorders effectively
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Review

- Review within 24 hours
 - Edit notes
 - Fill in key words in the left-hand column
 - Use your key words as cues to recite
 - Conduct short weekly review period
 - Consider typing up your notes
 - Create mind map summaries
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Cornell Note Taking

- Uses a simple three-step process
 1. Take class notes: main ideas, supporting details, examples, etc. This may be what you already do, so this element may be familiar to you.
 2. Identify and pull out the keywords, key ideas, etc. that are the main focus.
 3. After class is over, thoughtfully reflect on the meaning of what you learned, summarize it and take action on the material. Taking action means to see how you can use the new insights.

This method is a step-by-step process that brings results because you are working with the information in several ways, not just writing it down and putting it away.

The 5 R's of Note Taking

- **Recording** Writing down key words, phrases, facts, main ideas and key concepts.
 - **Reducing** This step reduces the learner's notes into summary for quick studying and preparation for a test.
 - **Reciting** Learners should review and rephrase their notes as soon as possible after class putting the notes into their own words. This step makes notes easier to understand their own thoughts and meaning.
 - **Reflecting** Something that many learners don't grasp is that notes (concepts, ideas and keywords) should be thought about. It is easy to fall into the trap of reciting notes by rote. The key is to think about the concepts, their meaning and implications. Through this thoughtful process, learners are getting the most out of note taking and classes.
 - **Reviewing** Learners should periodically review to keep the information fresh in your mind. One real secret of successful studying is to know when, how and what to review. Like an accomplished performer, it is the quality of the review that makes a difference. Reviewing is an intentional, intense and active process, not a passive process.
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The SQ3R Study Method

This approach is primarily for reading textbooks but can be used for classroom discussions.

- **Survey** This simply means to scan the written material. This quick review should review the general content and structure of the concepts. Scan the headings, subheading, topic sentences of paragraph, graphics and pictures. This will provide a clear overview of the information to be covered.
 - **Question** Develop questions concerning what the materials are about. As the learner scans the material, generate questions to be answered later by careful reading.
 - **Read** Read all the material carefully and look for the answers to the questions that were developed. Learners should take notes as they read the material, which expands the concepts and answers to the questions.
 - **Recite** Learners should rephrase notes into their own words as is done in the five R's method.
 - **Review** Again as in the five R's, learners should periodically review their notes to keep the information fresh in their mind.
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