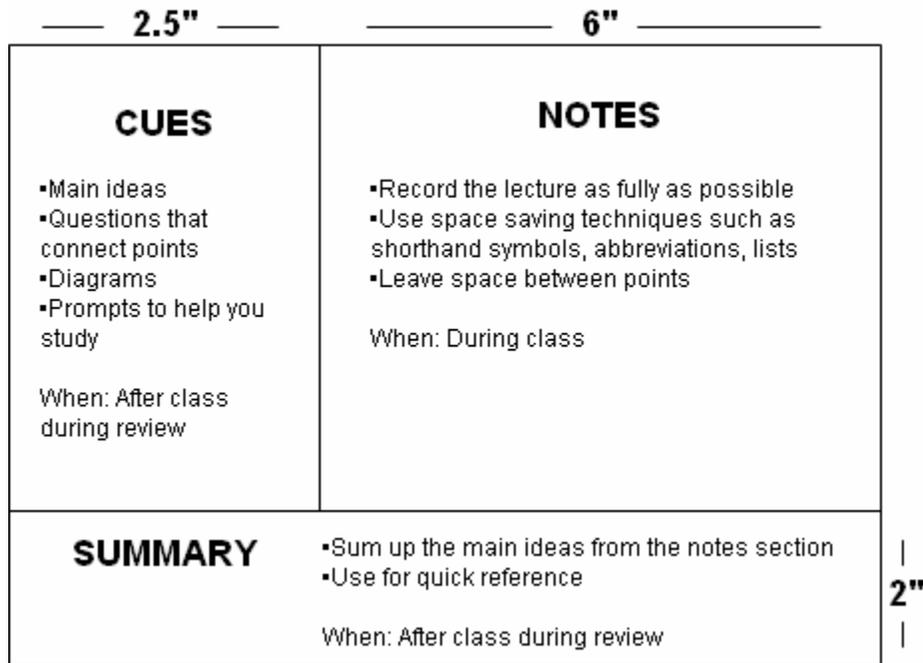


Cornell Method of Note Taking



This format provides the perfect opportunity for following through with the 5 R's of Note-Taking:

Record

During the lecture, Record legibly in the Note Taking Area as many meaningful facts and ideas as you can.

Reduce

As soon as possible, summarize these facts and ideas concisely in the Cue Column. Summarizing clarifies meanings and relationships, reinforces continuity, and strengthens memory.

Recite

Cover the Note-taking area using only your jotting in the cue column, repeat over the facts and ideas of the lecture as completely as you can, not mechanically, but in your own words. You may then verify what you have said.

Reflect

Draw out opinions from your notes and use them as a starting point for your own reflections on the course and how it relates to your other courses. Reflection will help prevent ideas from being forgotten.

Review

Spend 10 minutes every day in quick review of your notes and you will retain most of what you have learned.

The Outlining Method of Note Taking

Dash or indented outlining is usually best except for some science classes such as physics or math.

1. The information which is most general begins at the left with each more specific group of facts indented with spaces to the right.
2. The relationships between the different parts are carried out through indenting.
3. No numbers, letters, or Roman numerals are needed.

Method – Listening and then write in points in an organized pattern based on space indentation. Place major points farthest to the left. Indent each more specific point to the right. Levels of importance will be indicated by distance away from the major point. Indention can be as simple as or as complex as labeling the indentations with Roman numerals or decimals. Markings are not necessary as space relationships will indicate the major/minor points.

Advantages – Well-organized system if done right. Outlining records content as well as relationships. It also reduces editing and is easy to review by turning main points into questions.

Disadvantages – Requires more thought in class for accurate organization. This system may not show relationships by sequence when needed. It doesn't lend to diversity of a review attach for maximum learning and question application. This system cannot be used if the lecture is too fast.

When to Use – The outline format can be used if the lecture is presented in outline organization. This may be either deductive (regular outline) or inductive (reverse outline where minor points start building to a major point). Use this format when there is enough time in the lecture to think about and make organization decisions when they are needed. This format can be most effective when your note taking skills are super and sharp and you can handle the outlining regardless of the note taking situation.

Example –

Extrasensory perception

- _ Definition: means of perceiving without use of sense organs.
 - _ three kinds –
 - _ telepathy: sending messages
 - _ clairvoyance: forecasting the future
 - _ psychokinesis: perceiving events external to situation
 - _ current status –
 - _ no current research to support or refute
 - _ few psychologists say impossible

The Mapping Method of Note Taking

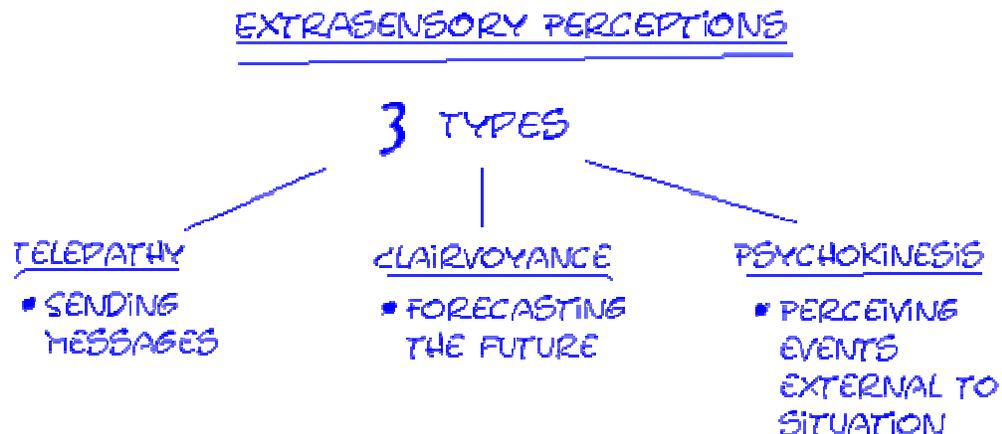
Mapping is a method that uses comprehension/concentration skills and evolves in a note taking form which relates each fact or idea to every other fact or idea. Mapping is a graphic representation of the content of a lecture. It is a method that maximizes active participation, affords immediate knowledge as to its understanding, and emphasizes critical thinking.

Advantages – This format helps you to visually track your lecture regardless of conditions. Little thinking is needed and relationships can easily be seen. It is also easy to edit your notes by adding numbers, marks, and color coding. Review will call for you to restructure thought processes which will force you to check understanding. Review by covering lines for memory drill and relationships. Main points can be written on flash or note cards and pieced together into a table or larger structure at a later date.

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

When to Use – Use when the lecture content is heavy and well-organized. May also be used effectively when you have a guest lecturer and have no idea how the lecture is going to be presented.

Example –



The Charting Method of Note Taking

If the lecture format is distinct (such as chronological), you may set up your paper by drawing columns and labeling appropriate headings in a table.

Method – Determine the categories to be covered in lecture. Set up your paper in advance by columns headed by these categories. As you listen to the lecture, record information (words, phrases, main ideas, etc.) into the appropriate category.

Advantages – Helps you track conversation and dialogues where you would normally be confused and lose out on relevant content. Reduces amount of writing necessary. Provides easy review mechanism for both memorization of facts and study of comparisons and relationships.

Disadvantages – Few disadvantages except learning how to use the system and locating the appropriate categories. You must be able to understand what's happening in the lecture.

When to Use – Test will focus on both facts and relationships. Content is heavy and presented fast. You want to reduce the amount of time you spend editing and reviewing at test time. You want to get an overview of the whole course on one big paper sequence.

Example – Chart format for a history class:

	<u>PERIOD</u>	<u>IMPORTANT PEOPLE</u>	<u>EVENTS</u>	<u>SIGNIFICANCE</u>
	1941-45	FDR	WWII	U.S.A
				INVOLVEMENT

Example – Chart format for a geometry class

SHAPE	PERIMETER	AREA	TYPES
Rectangle	$P = 2l + 2w$	$A = lw$	Rectangle, square
Triangle	$P = a + b + c$	$A = \frac{1}{2}bh$	Isosceles, Right angle
Circle	$P = 2\pi r$	$A = \pi r^2$	