

PAR 5 Note-taking Strategy (BASED ON THE CORNELL METHOD)

Learning from lectures involves more than just sitting in class – start the process before class and finish it after

PREVIEW BEFORE CLASS — GET READY AND GET INTERESTED

- Look through chapter; skim chapter headings and summary; look over course out-line; find out what you're going to be learning about; start thinking about the topic.

ACTIVELY LISTEN AND SELECT — DURING THE LECTURE

- Listen to the beginning—is there a plan for the lecture? If so, write it at the top of your page
- Work out how your professor shows that something is important-- What does he/she say? e.g. says it's important/writes it on the board/ underlines it/repeats same point...
- Keep your preview in mind as you listen—maybe the same points emphasized in the chapter are going to be important here

RECORD — DIVIDE PAGE; USE RIGHT HAND COLUMN (SEE OVER-PAGE)

- Don't try to write everything down—be selective; focus on the important ideas
- Leave room to add more details later
- Try to write down key words and concepts rather than sentences
- Abbreviate in a way you'll understand later
- Also note to yourself what was happening—e.g. here prof. gave an example, digressed to answer a question, etc.
- If you forget an idea before you finish writing it down, show that you did this
i.e. the concepts in cell division were ...?

REVISE — WITHIN 24 HOURS OF THE CLASS

- Read over your notes
- Fix unclear points; use your textbook or compare notes with a friend to fill in gaps or places where you got lost

REDUCE — USE THE LEFT HAND COLUMN TO LABEL THE IDEAS IN THE LECTURE

- Use labels to summarize the points of the lecture
- Try to think like your prof—why did he/she include this point? Why give these three examples? What major points was she/he trying to make?
- Get a sense of how the lecture was organized
- Categorize ideas into main themes

RECITE — TALK YOUR WAY THROUGH THE LECTURE POINTS

- Read the labels but cover up the right hand side—see if you can recall what was there
- Talk your way through and elaborate on points
- Try to “teach” ideas out loud or do example problems
- Check that you understand—make a plan to follow up on anything you don't (ask prof
- Next class, ask a friend, etc.)

REVIEW — REMEMBER THAT REVIEWING LEADS TO RETENTION!

- Create graphic organizers such as maps or matrices to organize and learn the concepts from the lecture
- Test yourself on the ideas from time to time

ONE FORMAT FOR ORGANIZING NOTES

<u>Summary Margin</u>	<u>Class Notes</u>
<p>Record</p> <p>1) info</p>	<p>Record class notes here</p> <ul style="list-style-type: none"> ▪ Be selective ▪ Use abbreviations ▪ Note topic, details, examples(s)
<p>2) space</p>	<p>Use lots of space</p> <ul style="list-style-type: none"> ▪ Leave room to add more details ▪ Write on one side of loose-leaf only
<p>Clarify</p> <p>&</p> <p>Organize</p>	<p>Edit notes and fill in summary margin after class</p> <ul style="list-style-type: none"> ▪ Go over notes soon after class ▪ Clarify and expand information ▪ Categorize main ideas ▪ Write key words in the summary margin ▪ Make a table of contents for Power Point slides
<p>Find patterns</p>	<p>Look for patterns among main themes</p> <ul style="list-style-type: none"> ▪ Check for these relationships: <ul style="list-style-type: none"> ▪ time/process sequence ▪ cause & effect ▪ comparison/contrast ▪ concept & example ▪ topic + categories
<p>Recite ideas or Do problems</p>	<p>Explain main ideas out loud</p> <ul style="list-style-type: none"> ▪ Cover your notes and use margin words as prompts ▪ Talk your way through your notes ▪ Uncover notes and check for completeness
<p>Review</p>	<p>Review regularly</p> <ul style="list-style-type: none"> ▪ Test yourself from time to time