
Note-Taking

- Ways to Take Notes
 - How to Take Notes in Class
 - Using Notes after Class
 - Note-Taking while Reading
 - Additional Resources
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Cornell Notes

Question	Details
What are Cornell Notes?	<ul style="list-style-type: none">• If you don't know what Cornell Notes are, they are a fantastic way to create details and summaries for topics discussed in a lecture.
Are Cornell Notes useful?	<ul style="list-style-type: none">• Creating your keywords, details, and summaries are beneficial for long term retention, and ways to make sure that you have all the details you need for a topic.
I hated Cornell Notes in high school!	<ul style="list-style-type: none">• If you know what Cornell Notes are, then I am guessing that you probably had a poor experience with them in high school.• If you still are hesitant to try them again, the good news is that no one is going to grade you on them.<ul style="list-style-type: none">• No more points lost for 1.1" margins rather than exactly 1".• No more points taken off for not having the date in the correct corner on every page.• They may not have been needed in high school either, but with the volume of information coming from college courses, give them another shot, without having to worry about someone assigning a grade to them.
Summary Cornell Notes are a great way to take notes and if you didn't like them before, give it another shot!	

The Outline Method

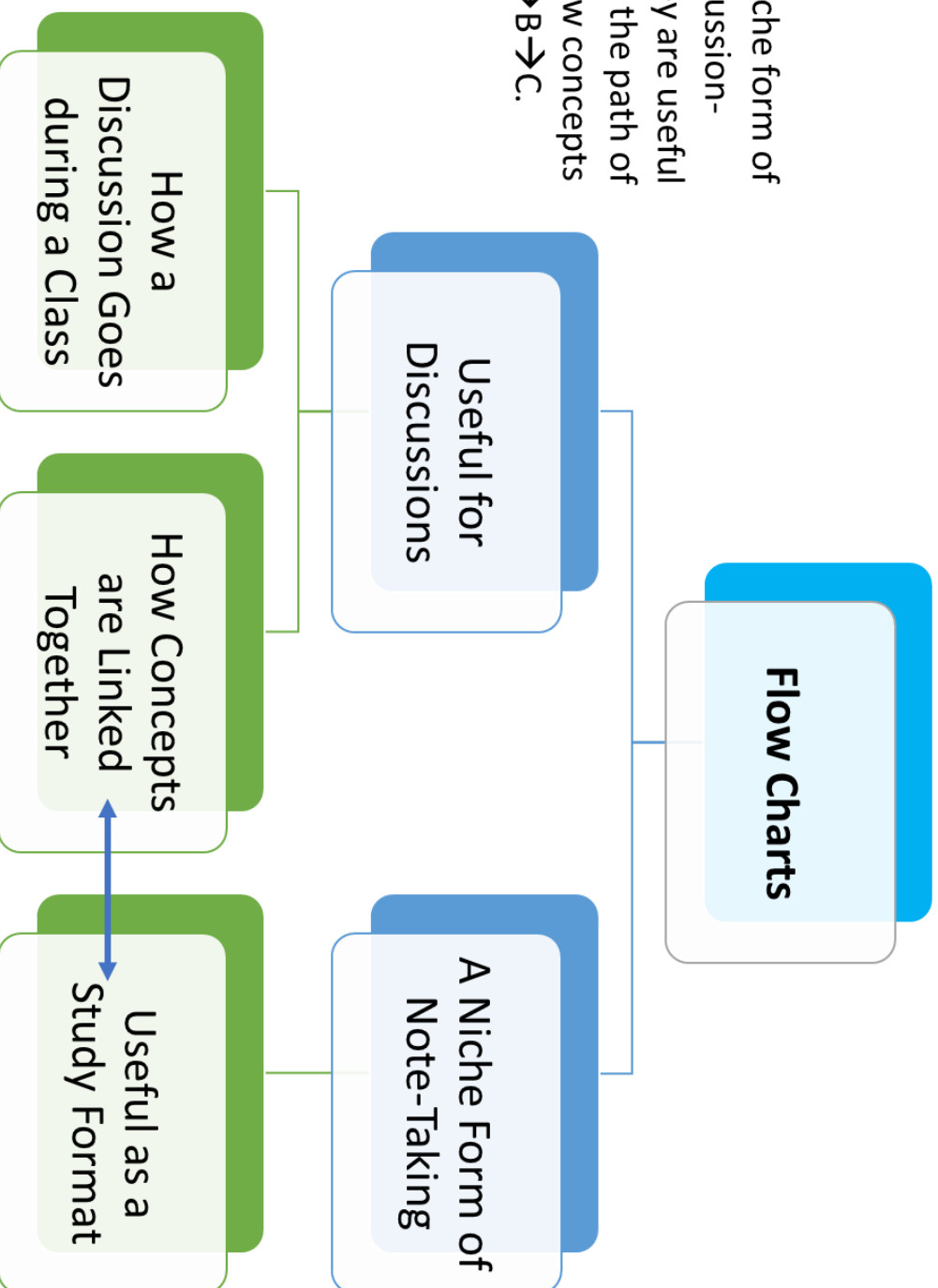
- The tried-and-true method that most students use
- Ways Outlines can be Used
 - Organizing information in short phrases
 - Listing characteristics
 - An easy-to-follow guide
- Simplicity can also be a problem for classes that require ALL the details
 - Details can be scattered
 - Outlines can become muddled with too much information
- Ways to organize outlines
 - Incorporating different colors
 - Different numbering systems
 - Topics or themes

Instructor Provided Materials

- Some professors will provide their own materials for how they want you to take notes. Examples include PowerPoint lectures and Fill-in-the-Blank worksheets. If a professor provides these, follow their advice as they are trying to help you succeed in the course. Any time a professor willingly gives you an advantage in a course, use it!

Flow Charts

Flow charts are a niche form of note-taking for discussion-based courses. They are useful for keeping track of the path of a discussion and how concepts may travel from $A \rightarrow B \rightarrow C$.



“T” Notes for problem-based classes

Problem and Concept

How to Take Notes Effectively in Problem-Based Courses

Work the problem

1. Start the problem.
2. Work out each step of the problem.
3. If you get stuck, refer to a resource that can help you.
4. Try to avoid looking at the answer right away, if possible.
5. Complete the problem.
6. Check your answer

Explain the steps and why you do each one

1. You need to start somewhere, and sometimes that is the hardest part.
2. Going step by step ensures that you are getting all the information you need, and if you make a mistake, you can easily find where it was made. This helps to ensure that concept mastery is being achieved.
3. Lecture, textbooks, tutoring, and other resources are there to help you along the way if you need it.
4. Looking at the answer is okay if you are completely stuck, but sometimes jumps you ahead without fully grasping a concept.
5. You finished the problem!
6. If you got the correct answer, congratulations! If not, that is just fine, but now you can go back step by step to see where you may have made a mistake.

How to Take Notes in Class - Questions to Consider

Am I prepared? – Do I know what is being covered in class today? If not, how can I figure it out?

- Textbook Previewing – Taking 5-10 minutes to skim the textbook for **bold**, *italicized*, and underlined words, or definitions and case studies can help determine what may be important and covered in class.
- Pre-lecture – If your professor gives you material to look at before a class, use it!

What do I write down?

- Writing **everything** from a lecture is usually a Herculean task and does not always help. Picking what to write down varies by class and professor. However, correlating information that is covered in both lecture AND a textbook is usually important. Pay attention to themes and include details that will help you remember main topics. If you are unsure, ask your professor!

Can I record the lecture?

- Ask your professor before you record a lecture, but if you are allowed to do so, then it can help with review and filling in any gaps that you may have missed the first time.

Does the material make sense?

- Can you explain the material you learned in class to yourself? To someone else? If not, it may be time to reevaluate your note-taking process.

Can I summarize/synthesize what I learned?

- Can you condense the material into a 3-minute TEDTalk? If someone asks what you did in a class and what the main points are, can you tell them? If not, did you get the main points of the class?

Using Notes after Class

Rewriting

- Rewriting your notes, can be useful for cleaning up information and organizing your thoughts.
- Tactile actions of physically writing notes is also beneficial to reinforce information provided in class.
- Rewriting notes is particularly useful if you took notes on an electronic device, if your notes are disorganized, or if your handwriting is difficult to read.

Reading Aloud

- Vocalizing your internal dialogue assists with processing information in more than one way.
- Reading words only internally can cause us to misread, gloss over, or skip information we feel we already know, or may not view as important.
- Reading information aloud gives you more focus on content.

Mind Maps and Flow Charts

- For visual learners, creating information from notes that incorporate color, design, diagrams, and other methods can help with organization and retention.
- Organizing information by space can also be beneficial for kinesthetic learners that associate motion and action with learning.

Combining Class and Textbook Notes

- Synthesizing information that correlates between a lecture and a textbook can help identify which information may be vital for a course.
- In general, if a professor is willing to take time to talk about something that can be covered in a textbook, it is important.

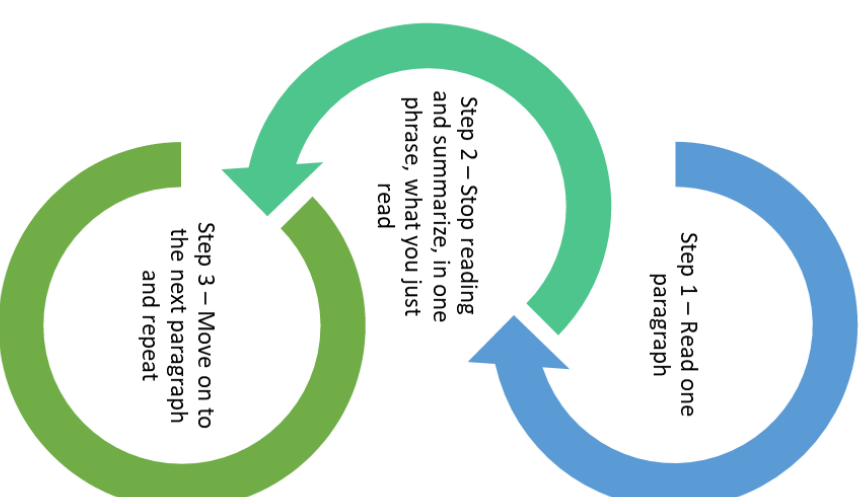
Methods for Taking Notes while Reading

- Highlighting – Highlighting texts CAN be good if the entire passage you are reading is not highlighted at the end. For highlighting, use different colors for organizing information and make a key to remember what your colors mean! Focus on main concepts, definitions, and case studies.

The Summary Method

- The Summary Method is a way to create a useful study guide while taking notes from textbooks and articles.
- Steps to the Summary Method
 - Why the Summary Method is Helpful
 - As you improve this method, you can read longer passages, and make your summaries longer as well.
 - Yes, it takes more time, but the idea is to avoid having to re-read passages that you may not have paid attention to the first time.
 - You get a tangible, textbook-based study guide out of it. For an exam, rather than having to re-read 200 pages, now you have 10 pages of notes that you can study and reference if you have a question to look up in the textbook.

The Summary Method



Helpful Videos and Links

- For more ASC Resources visit our website – asc.tamu.edu → Academic Coaching → Study & Learning Handouts
- Thomas Frank Videos – search Thomas Frank's YouTube Channel at <https://www.youtube.com/user/electrickey91>