NOTE TAKING DURING CLASS

Why should we care about note taking?

What is our biggest distraction from taking great notes in class?
Active listening takes skill! It’s not an automatic process.

- Set your focus to the speaker.
- Minimize distraction & develop strategies:
  - Try to sit at the front.
  - Put phone away.
- Identify what you need.

Before effective note taking

Prerequisite: Active Listener
Note taking provides several benefits beyond that record of what was presented in a lecture or class activity.

Effective note taking:

- **Keeps you alert.** Notetaking keeps your body active and involved. It gives you something to focus and stay engaged.

- **Engages your mind.** Listening engaged the mind to do a task (active listening).

- **Pay attention to important concept presented in class.**

- **Creates a condensed record for study.** Well-organized notes from each class session gives you what you need for study, learning, and review after class.
Great notes serve as study guide!
Before & During Class Tips

- Have a dedicated notebook or folder for each of your class
- Notebook:
  - Blank sheet of paper, date & title on top of the paper
  - Draw a 3 inch line down from the left - continue working on your notes outside of class
  - Check if you have enough paper
- Laptop
  - Google Document
  - Set a reminder to charge your computer for class
  - Have a backup incase if your laptop have an issue
- Develop shortcuts
  - Examples, Definitions, Exam Questions, Homework Assignments
What note taking abbreviation symbols have work well for you in the past?
Define & Identify what is important!

- Don’t write everything!
- Put it into your own words
- Identifying Key Terms
  - Focus on unfamiliar concepts
  - Take notes on names, dates, formulas, important descriptions, etc.
  - Key terms should be a trigger information for later
  - Pay attention to information your instructor repeat
    - “The most important….” “There will be a question like this on the exam” “The three main points are…”
- Definition and description should serve as a reminder of the lecture
  - Develop the skill on how to follow the pace of the lecture
  - Move on to next topic that is introduced
If you done the reading ahead...

• Taking notes becomes “MORE LISTENING” than writing
• Class seminars are more of a place to discuss & flesh out main topics
• Take notes in your own words the way it will benefit you
  – Record the topics that are discussed but not what everyone says about them
  – Instructors won’t test on other’s opinion
    • But other people perspective helps us increase our own understanding
  – Pay attention on how your instructor shows opinion
    • Do they share a lot of examples?
    • Do they connect new material to prior knowledge?
Recording Lecture

• ADVANTAGE
  – Complex lecture difficult to understand
  – Difficult to follow instructor’s pace
  – Difficulty taking effective notes
  – Serve as a study guide - questions?
  – Missing lecture
  – Review study sessions

• DISADVANTAGE
  – Biggest downside - it take time
  – Will take addition hour or two to listen-pause-write through your recording
  – Choose not to pay attention in class
  – Technology fails (phone or batteries dies) and recording sometimes gets lost
  – Instructors don’t want to be recorded - ask permission first
WHAT TYPE OF NOTE TAKING METHODS DO YOU USE CURRENTLY?
NOTE TAKING STYLES

Cornell Method

Outline / Sentence

Charting

Concept Mapping
NOTE TAKING:

Cornell Method

CUES

Main Ideas           Detailed notes
Significant concept  Concise sentence
Questions            Space between main ideas
Drawing              Repeated concept & ideas
Study prompt         Info. from discussion, textbook
Summary on the session and quick reference written on your own words.
Exam questions
NOTE TAKING: Outline

1. Great when lecture involves building up
   a. Break down main concept

2. Strength of using this method
   a. Great for organization
      i. Showing step-by-step process
         1. Great for taking notes from textbook
   b. Many college students have strong familiarity with this style
   c. Great method for laptop note taking

3. Challenges
   a. Require active listening
   b. Thoughtful decision to record what is important
   c. Difficult if presentation is not organized in this method
## NOTE TAKING:

### Charting

<table>
<thead>
<tr>
<th>HOW?</th>
<th>ADVANTAGES:</th>
<th>DISADVANTAGES:</th>
<th>WHEN TO USE IT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up your paper in columns and label appropriate headings.</td>
<td>Helps pull out most relevant information to use during a lecture</td>
<td>Can be a hard system to use during a lecture</td>
<td>If you'll be tested on facts and relationships</td>
</tr>
<tr>
<td>Headings could be categories covered in the lecture</td>
<td>Reduces amount of writing</td>
<td>Not a lot of room to write</td>
<td>If content is heavy and presented quickly</td>
</tr>
<tr>
<td>Insert information (words, phrases, main ideas, etc) into appropriate category</td>
<td>Provides easy review for memorising facts and studying comparisons and relationships</td>
<td>Need to know the content that will be covered beforehand.</td>
<td>If you want to get an overview of the whole lecture on one sheet of paper</td>
</tr>
</tbody>
</table>
NOTE TAKING: Concept Mapping
NOTE TAKING: Concept Mapping

- **Trees**
  - provide
  - are used to make
- **Oxygen**
  - needed by
  - most living organisms
- **Shade**
  - provide
- **Paper**
  - is used to make
  - note pads
  - books
So, which style is the best method?

You decide for yourself!

Develop your skill to implement specific strategies from each method.

- Create separation within your notes
- Have a step-by-step organization
- Graphic organizer strengthens your critical thinking
- Always include examples and drawing to help you recall information
TAKING NOTES OUTSIDE OF CLASS
Review your notes

- **24 Hour RULE**
  - Don’t get wrapped up if you don’t understand a section
  - Leave space and then go back to add more information
  - Review your class before next class session

- **Make sure you are doing your reading outside of class**
  - Recognize textbook and outside reading are there for purposes
  - Lecture are limited time and you will not learn everything
  - Ease your stress by going to class prepared
  - If professor jumps around point, go to class with outline of your notes
    - Just make sure you have the most important terms written
Use your resources

- Your instructor is not the only source of information
- If you are confused - Skipped a concept
  - Look through classmate/friend’s note
    - Don’t just copy their notes - ask them to explain that part of the note
  - Find where in the textbook that material is explained and write the page number
  - Find outside resources
    - Office hours
    - Google, YouTube, etc.
    - Tutoring, Study group, etc.
Contact Us
Website: www.tilt.colostate.edu
Address: 801 Oval Drive

Thank you