

Notetaking

Did you Know?

- The average college lecture contains **5,000** words.
- First year students typically record only **11%** of important ideas in their notes.
- We recall only **5%** of what we don't write down or do something with.

General notetaking strategies

- Use a loose-leaf notebook for taking notes. You can then remove and rearrange pages as needed. You cannot do this if you use a spiral notebook.
- Write the class, date, and topic at the top of each page of your notes and number the pages. This will help you to keep your notes organized and in the proper sequence.
- Write your notes on the front side of pages only. This will allow you to lay the pages side by side when reviewing your notes for a test.
- Keep your notes for each class separate from your notes for other classes. You can use different color tabs to help you do this.
- Don't be too concerned with spelling and grammar. These notes are for your use and will not be graded. In addition, you will go back and revise them afterwards.
- Do something with your notes as soon as possible (re-write/revise, make flashcards, write out questions, summarize, turn into practice assignment/quiz, etc.).

What to include in your notes

- Anything written on the board.
- Reviews given at the beginning of the next class.
- Repetition or emphasis (tone of voice, amount of time, number of examples given).
- Summaries given at the end of class.

In general, there are three different approaches to notetaking.

1. Outlining
2. Cornell Notes
3. Concept Map/Graphic Organizers

Outlining

I. Outlining

A. What is it?

1. It is a sequential and organized way to take notes

B. How do you do it?

1. Start with Roman Numerals for overall topics, like what the subject is about (see above)
2. Then indent with capital letters for the primary points of the topic you are discussing (see above)
3. Further indent with numbers to discuss information, details, or examples that support the major points of the lecture (this example)
 - You can further indent with any other symbol for more specific details

Cornell Notes

- Divide your notepaper by drawing a vertical line 2 inches from the left margin.
- On the right side, take your notes from class with short concise sentences (or an outline)
- On the left side, write key words, questions, comments, examples, etc.
- On the bottom, write a summary
- Test yourself by looking at comments on the left and identifying the lecture material on the right.

Class Notes If there was no class lecture this week, write a paragraph about what you learned and/or questions about what you didn't understand.	Name: <u>Student A</u>
Topic: <u>1800s</u>	Class: <u>US History</u>
Question/Main Idea:	Period: <u>4</u>
	Date: <u>1/11/03</u>
Notes:	
What are carpet-baggers?	Carpetbaggers are people from the North who moved to the South during Reconstruction usually for the purpose of gaining money.
How many people are on the floor of Congress?	There are 53 people on the floor of Congress (p. 368)
Name the place where Lee surrendered to Grant.	Lee surrendered to Grant in Virginia.
What is amnesty?	The definition of amnesty is the general pardon by the government.
How many electoral votes were allotted to New York in 1876?	20 votes were given to New York in the election of 1876.
Summary:	During Reconstruction the people who moved from the North to the South to gain money were called carpetbaggers. They were trying to obtain money after issues during the war.

Concept Map/Graphic Organizer

- Concept maps and graphic organizers organize information in a visual context.
- They allow the notetaker to make connections between different topics/themes.
- They typically end up less structured and organized, and instead can be very abstract.

