

# Note Taking Tips

## Why take notes?

- You can't remember everything.
- Taking notes helps you focus and pay attention in class.
- Supplemental information to the textbook.
- It is a record of what was discussed in class.
- Information to use to create study guides.

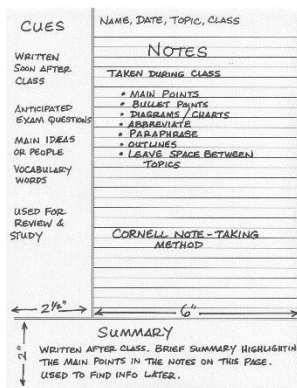
## How can I take notes?

**Outline** – Straightforward method based on hierarchy. Use of bullet points to highlight the main points of the lecture and sub-points for minor details.

- ```

1) Main topic 1
  - Sub topic 1
  - Sub topic 2
    a) Supporting facts 1
    b) Supporting facts 2
    c) Supporting facts 3
      i. Details 1
      ii. Details 2
          -Examples

2) Main topic 2
  - Sub topic 1
    a) Supporting facts 1
      i. Details 1
    b) Supporting facts 2
  - Sub topic 2
    c) Supporting facts 1
      i. Details 1
      ii. Details 2
          -Examples
  
```



**Cornell Method** – System of note-taking that involves dividing your paper into three sections – cues, notes, and summary. During class, you take notes in the notes side. After class you create questions or cues to help guide studying. At the bottom of the page, you write a summary of the notes to help you further remember the information. This method helps you make usable notes for studying at a later date.

**Write on the Slides** – This is the easiest way to write notes if your professor provides PowerPoint slides or notes before lecture. Print slides three to a page so that you have lines to write your notes beside the slides. This helps you write less so that you can focus more during lecture.

| Results      |           |              |                 |
|--------------|-----------|--------------|-----------------|
| To           | # of      | Value        | Total           |
| Tuition      | 4         | \$2          | \$8,000         |
| Food         | 5         | \$20         | \$10,000        |
| Books        | 2         | \$4          | \$8,000         |
| Other        | 1         | \$40         | \$4,000         |
| <b>Total</b> | <b>12</b> | <b>\$124</b> | <b>\$38,000</b> |

“Acquiring the habit of note-taking is a wonderfully complementary skill to that of listening.” – Richard Branson