

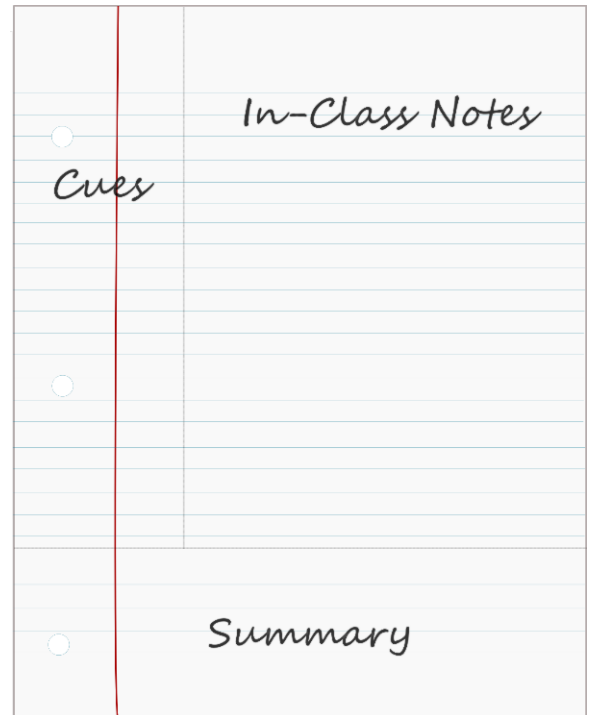
FOUR Note Taking Strategies

1) Cornell Notes:

- a) Divide paper into three sections:
 - Left side column = Main concepts & cues (big questions or themes). Can be identified during lecture or after.
 - Right side large space = Notetaking during lecture.
 - Bottom of page = Summary. Develop at the end or after class.

PROS: Well-known note taking strategy that others can relate with. Allows for easy studying for a test (cover a section and either describe the notes for a specific cue, or identify the cue from a section of notes). Rigidly organized and consistent structure for every class.

CONS: Requires time after class to develop summary.

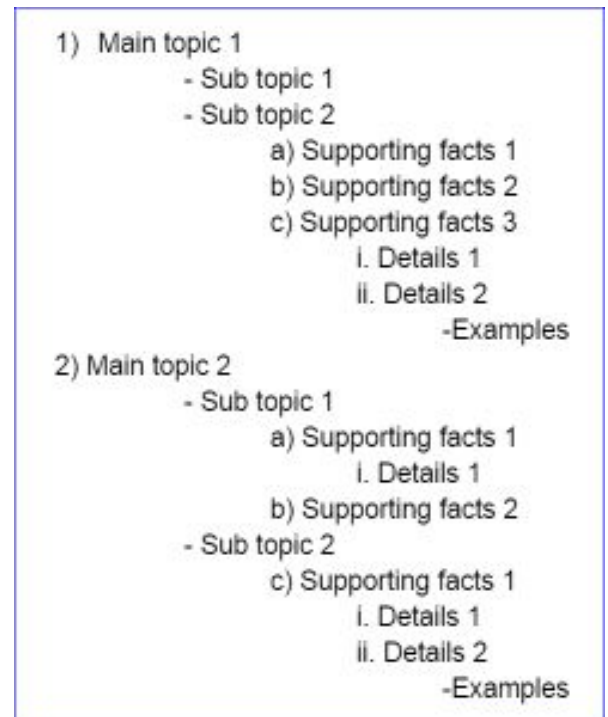


2) Outline Method:

- a) Indicate main theme or concept with a numerical or alphabetical bullet furthest to the left of the page.
- b) For sub-themes, create another level of information with an indentation and a different bullet point style.
- c) Create more levels for definitions, facts, and specific information.
- d) Repeat all steps per main theme or concept.

PROS: Pre-programmed formatting when using computer. Rigidly organized and consistent structure for every class. Shows hierarchy of information linearly. Can be used for most fields of study.

CONS: Requires alert attention for identifying hierarchy of information. Not a well suited note taking strategy for fast spoken lectures (takes time to process what information goes where, especially with 4-5 levels of information).



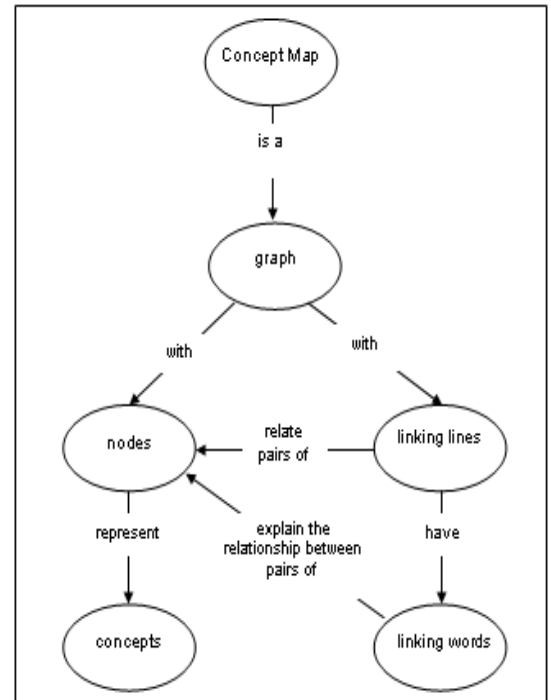
3) Mind Map or Concept Map:

FOUR Note Taking Strategies

- Create a circle in the middle or top of the page and write the main concept/topic for the class inside the circle (sometimes this main concept will be indicated on your syllabus). If you do not know the main theme, leave the circle blank and determine what should go there after class.
- For each sub-theme or concept, draw a line off the main circle and create new circles with sub-themes indicated.
- Off the sub-themes, create multiple lines and circles for facts, dates, specifics, etc.
- During or after class, draw additional lines for sub-themes that can be connected and understood together. This creates a fluid understanding of the information.

PROS: You can identify multiple pathways/connections for the same information. Best if done with paper and pen. Best used for understanding/learning theories and philosophical concepts.

CONS: Not well suited for computers. Works well with limited fields of study (i.e. Religion, Philosophy, etc.)

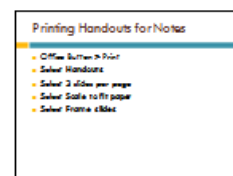


4) Power Point Slides:

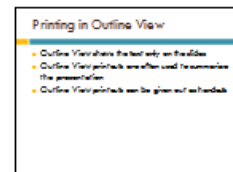
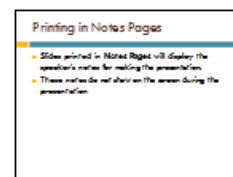
- Print slides before class.
- As the professor goes through each slide, add anecdotes, facts, and definitions.

PROS: The main themes are provided already. Notes will match with professors resources; some professors develop tests based off of class slides/lectures (with additional outside readings and resources).

CONS: Professor may not make power points available prior to class. Notes may not be all in one place for studying unless compiled into a binder or folder.



Handouts for note taking



* Whatever style you choose, remember to date your notes!

**Images used from Google Images.

