



Guide to Note Taking in College

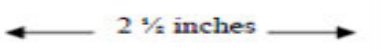
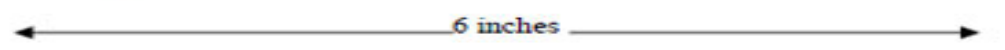
Organize!

Have a special notebook for every class - organizing and keeping notes together.



Methods!

- **Write down the main ideas in chronological order, be aware of how the topics are progressing.**
- **Record examples and hypothetical situations involving your subjects.**
- **Prepare by quizzing and testing yourself.**
- **Record and outline the end of the lecture summary.**
- **List and define new vocabulary being used.**

Taking Class Notes: The Cornell Method ¹	
 <p>2 ½ inches</p>	 <p>6 inches</p>
Reduce ideas to concise jotting and summaries as cues for reciting.	Record the lecture as fully and as meaningfully as possible.
Cornell Method	This sheet demonstrates the <u>Cornell Method</u> of taking classroom notes. It is recommended by experts from the Learning Center at Cornell University.
Line drawn down paper	You should <u>draw a line down your notepage</u> about 2 ½ inches from the left side. On the right side of the line simply record your classroom notes as you usually do. Be sure that you write legibly.
After the lecture	<u>After the lecture</u> you should read the notes, fill in material that you missed, make your writing legible, and underline any important materials. Ask another classmate for help if you missed something during the lecture.
Use the Recall Column Key Phrases	The <u>recall column</u> on the left will help you when you study for your tests. Jot down any important words or <u>key phrases</u> in the recall column. This activity forces you to rethink and summarize your notes. The key words should stick in your mind.
Five Rs	The <u>Five Rs</u> will help you take better notes based on the Cornell Method.
Record	1. <u>Record</u> any information given during the lecture, which you believe will be important.
Reduce.	2. When you <u>reduce</u> your information, you are summarizing and listing key words/phrases in the recall column.
Recite	3. Cover the notes you took for your class. Test yourself on the words in the recall section. This is what is meant by <u>recite</u> .
Reflect	4. You should <u>reflect</u> on the information you received during the lecture. Determine how your ideas fit in with the information.
Review	5. If you <u>review</u> your notes, you will remember a great deal more when you take your midterm.
Binder and Paper	Remember it is a good idea to keep your notes in a <u>standard-sized three-ring binder</u> . Also you should use only full-sized loose-leaf <u>binder paper</u> . That way you will be able to add handouts easily to your binder.
Hints	Abbreviations and symbols should be used when possible. Abbrev. & sym. give you time when used automatically.
<small>¹Stahl, Norman A. and James King. "A Language Experience Model for Teaching College Reading, Study and Survival," 25th College Reading Association Annual Conference, Louisville, KY, 30 October 1981.</small>	

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Pointers!

- Be an active listener, notice events, names and outcomes.
- At the top of the page record the date, time, and topic.
- Write down as much as you can during the lecture. Notice the time spent on certain subjects.

Pointers! (cont.)

- Highlight or underline whatever is **important** or emphasized.
- List and define keyword - practice using them in sentences.
- Review, clarify and synthesize (combine the elements to make a whole).
- Test yourself by recalling significant events and using the keywords.

Work cited

http://www.alextech.edu/Libraries/COLLEGE_SERVICES_IMAGES/Study_Skills_Class_Notes_The_Cornell_Method.sflb.ashx

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