

NOTE-TAKING STRATEGIES

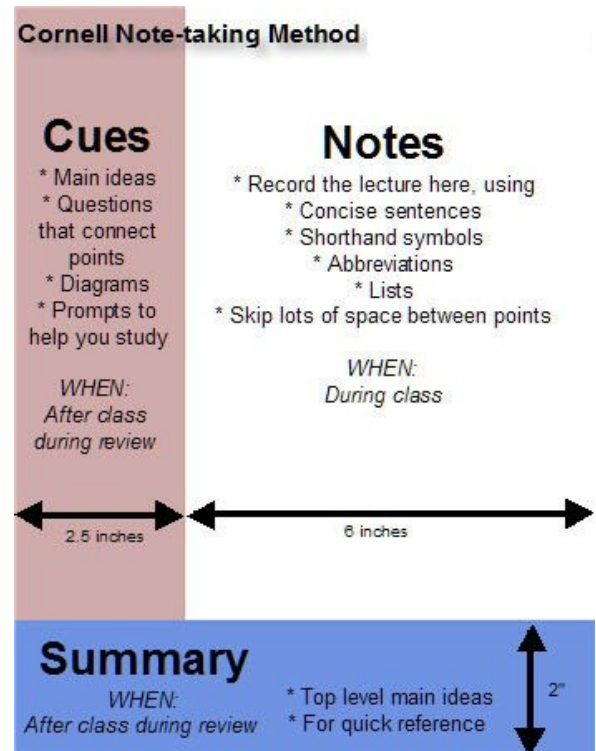
Why are note-taking strategies important?

No matter how many classes you are in, there is no way to learn all of the material without some studying. Taking notes and reviewing them is a great way to make sure you are getting the most out of lecture. By taking high quality notes you can maximize both your time in lecture and while you are studying.

The Cornell Method for Note-taking

The Cornell Method for Note-taking has been helping students organize their notes since the 1950s. It is geared toward classes that require synthesizing and putting concepts together, a trait shared by many college courses.

- Using only one side of your paper, draw a vertical line a few inches from the left side of your paper and a horizontal line a few inches up from the bottom of the page.
- Take legible notes in the central portion. Do not transcribe every word. Focus on main ideas, themes, and concepts, taking down only those details that will help you remember the central points of the lecture.
- Use consistent, understandable abbreviations when possible.
- Skip lines to indicate transitions from one thought to another.
- Leave noticeable blanks for words, ideas or dates that you did not catch but can fill in later.
- Put question marks in the left-hand margin to indicate that you should do further investigation on this section, either on your own or in office hours.
- Review your notes! Fill in any blanks you left and answer any questions you had.
- Use the left hand margin to annotate you notes with any important information that may help you study later.
- Use the bottom margin to write a summary of each page of notes.
- Following these steps will help you to store information in your long-term memory and better learn course material the first time around. This is a real timesaver when it comes to reviewing for quizzes, tests and exams.



Tip for Success

Review your notes within 24 hours! Students forget 50-80% of what they learned if they do not review in the first day after lecture.



NOTE-TAKING STRATEGIES

Good note-taking involves more than just how you write down the information.

- Listen actively in lecture.
- Get to class early so that you can choose a seat free of distractions and close to the lecturer.
- Look over your notes from last class and prepare for the upcoming lecture, anticipating themes, concepts, and ideas that the lecturer will present.
- Listen both for main ideas and for the relevant details that support them.
- Pay particular attention when the lecturer is analyzing, synthesizing, or processing information for you, such as when she makes a list, describes a cause and effect relation, uses superlatives, or spends a lot of time explaining something.
- Ask questions when you do not understand something.

Using a consistent set of abbreviations across all of your classes is important to avoid becoming confused by your own notes. In the space below make a list of abbreviations you have used in the past and that work well for your subjects.

RESOURCES

<p>University Counseling Service 3223 Westlawn South 319-335-7294 ucs@uiowa.edu http://counseling.studentlife.uiowa.edu/</p>	<p>Academic Support & Retention 310 Calvin Hall 319-353-2747 uc-swatprogram@uiowa.edu http://uc.uiowa.edu/student-success/swat</p>
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Works Cited:

The McGraw Center for Teaching and Learning.. Princeton University. Listen Actively and Take Great Notes.
[Homeworkhelpblog.com/the-cornell-note-taking-system/](http://homeworkhelpblog.com/the-cornell-note-taking-system/)