

Note-taking Skills

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Why do we have to take notes?



- ◆ To help you identify the main, important ideas in the lecture
- ◆ To help you learn and remember the material for later
- ◆ To have a record of information that may not be available anywhere else



Why do we have to take notes?



- ◆ To keep track of information your teacher (the same person who makes your exams) considers important
- ◆ To help you complete class assignments and homework
- ◆ To clarify for you the purpose of the lecture

Taking Notes in Class

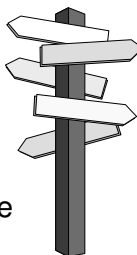


- ◆ It is important to know what to do...
 - **before** the lecture
 - **during** the lecture
 - **after** the lecture



Before the Lecture...

- ◆ **Check** the "Schedule for the Day" for the topics to be introduced
- ◆ **Review** any notes from the previous lecture
- ◆ **Complete** any assigned outside reading or reference assignments



Before the Lecture...

- ◆ Have **notes/paper** and writing utensils ready
- ◆ Sit where you will be able to **avoid distractions**
- ◆ **Be prepared** to listen and actively participate





During the Lecture...

- ◆ **Listen** attentively
- ◆ **Write** down the main ideas, context, and information
- ◆ Jot down **examples** that support the main ideas
- ◆ **Summarize** what is said in your own words



During the Lecture...

- ◆ Use **abbreviations** and short-hands as often as possible
- ◆ **Ask** questions!
- ◆ **Answer** questions!
- ◆ **Listen** for what is emphasized or repeated



During the Lecture...

- ◆ Make sure to **copy down** anything the teacher writes on the overhead or board
- ◆ **Write** in an organized, orderly, and concise manner



After the Lecture...

- ◆ **REVIEW** your notes, in order to keep your memory fresh!
- ◆ Underline or **highlight** main ideas, concepts, and information

After the Lecture...

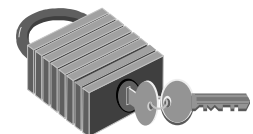


- ◆ Seek answers to any remaining questions
- ◆ Converse with your peers about new material


The Five R's



- ◆ The Keys to Good Notetaking:
 - Record
 - Reduce
 - Recite
 - Reflect
 - Review




◆ From the Cornell Notetaking System




Remember!

- ◆ Be PREPARED!
- ◆ Do NOT try to write down *everything!*
- ◆ Participate constructively!



Remember!

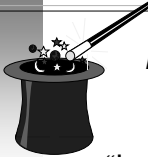
- ◆ It is better to take **too many** notes than too few!
- ◆ Taking ten minutes to review after each class will save you *hours* of time later!



Notetaking Skills

- ◆ “There is no magic to taking good notes; just common sense. It’s simply a matter of being thorough and accurate.”

● Brian Pitzer, writer for Edinboro University and its Alumni News magazine

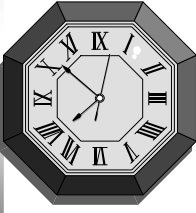


Notetaking Skills

- ◆ “In addition to attending class, it is important to brush up on your note-taking skills to really achieve optimum success.”

● Kiran Misra, writer for Edinboro University

REVIEW!



- ◆ Research indicates that 80% of new material can be recalled if you **review notes** within the first 24 hours of presentation.

EFFECTIVE STUDY

- ◆ I. The key to effective study is: **CONSISTENCY**
- ◆ II. Consistency is dependent upon planning:
 - Keep a weekly calendar
 - Set a study time you can adhere to daily
 - Plan to work in the same place each evening

EFFECTIVE STUDY

- Work at a desk or table
 - Have good lighting
 - NO TV, Radio, Stereo, etc
 - Do something each evening
- ◆ III. Study Plan
- P = Preview; read the bold print, pictures, graphs, etc.

EFFECTIVE STUDY

- Q = Question; read chapter questions, vocabulary, and teacher worksheets two or three times
- R = Read; read the given selections, and note familiar passages
- S = Study; go over chapter questions and worksheets. Review class notes
- T = Test yourself; don't wait for a formal test to discover you don't know an answer

EFFECTIVE STUDY

- ◆ Keep a Notebook for every class:
- Keep them neat
 - Update your notebook daily
 - Use ink
 - Place corrected papers and/or handouts in your notebook (in the back)



Study Hard,
and make it
count!

End of Notetaking Skills