



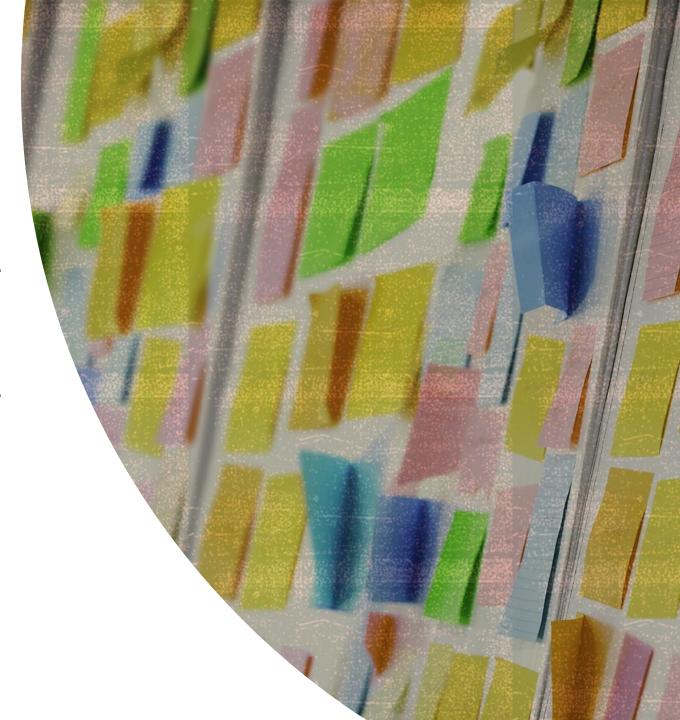
# NOTE-TAKING METHODS

Mulitlingual Student Support (MSS) Camosun College

## **OUTCOMES**

By the end of this presentation, you will be able to...

- Explain why note-taking is an important skill.
- Recognize several different note-taking methods.
- ☐ Use a structured approach to taking lecture notes with the Cornell Method.





## CONTENTS

#### Note-taking

- Think about it
- Benefits of note-taking
- Tips for success

#### Different note-taking methods

- Choosing a method
- Charting
- Outline
- T-Notes
- Mind Map

#### The Cornell Method for lectures

- Examples
- · How to use the Cornell Method
- Cornell notes: a study tool





## NOTE-TAKING: THINK ABOUT IT!

- 1. Do your note-taking methods in your first language differ from your note-taking in English?
- 2. How do you usually organize your notes?
- 3. What are some of the benefits of good note-taking skills?



#### **Memory Tips:**

- Write notes by hand
- Use visuals draw pictures, use symbols, add colour
- Review notes as soon as possible after you write them

## BENEFITS OF NOTE-TAKING:

#### Keeps you awake and focused

- is an active process
- keeps your mind on the information
- avoids distractions

#### Activates your learning

- forces you to listen closely and decide what to write
- requires you to organize information, highlight key ideas, and identify supporting points

#### Helps you remember what you learned

improves retention by actively engaging with the material

#### Creates a valuable study tool

 gives you a condensed, organized record to review for learning and to study for exams

## NOTE-TAKING TIPS FOR SUCCESS

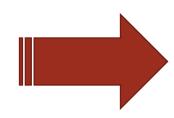
Use your favourite pen or pencil to take notes

Preview
the
textbook
material
before the
lecture

Label your notes for each class with the date and topic

Record any new terms or specialized vocabulary

**DON'T**write down
everything
your
instructor
says



DO write down main ideas and significant details

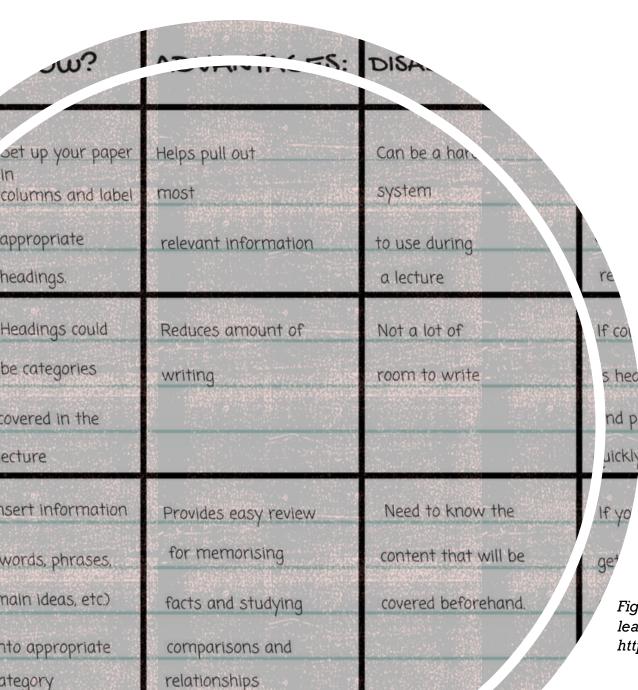






## CHOOSING THE RIGHT METHOD

- Not all note-taking methods work in all situations.
- Choose your note-taking method based on:
  - the subject you are taking
  - the material being covered
  - the **delivery** of the material (e.g. a reading, a live lecture, etc.)
  - your own purposes for taking the notes



## **CHARTING**

- Useful for taking notes from lecture slides or textbooks on subjects that have:
  - Factual or statistical information
  - Subtopics to compare
  - Information that fits into tables
- Creates a short, condensed study tool

Figure 1. From "Note taking", 2022, Learning essentials: Library and learning services. The University of Auckland. Retrieved from https://learningessentials.auckland.ac.nz/key-study-skills/note-taking/



## CHARTING

- Review your learning materials to identify topics and categories
- Create a new chart and write in the topics and categories:
  - Option one columns only:
    - Write a separate topic for each column and beneath these write key points
  - Option two complete chart:
    - Fill in the **topics** across the top row and the **categories** down the left column
- Fill in the empty chart with notes
  - Use point form (no complete sentences), visuals, symbols, etc. Keep it brief!

**Pros**: Easy to create and use. Can condense a lot of information into a small space.

**Cons**: Best suited to taking notes from a reading – may be hard to use this method during a lecture.

Figures 2 & 3. From "Note-taking skills: What methods work for you?", 2019, Learning Light Bulbs. Retrieved from http://www.learninglightbulbs.com/2019/03/note-taking-skills-what-methods-work.html

#### Columns only:

Topic Heading			
Name: Date:	3		
Subtopic 1	Subtopic 2	Subtopic 3	Subtopic 4
<ul> <li>Idea/key point I</li> </ul>	<ul> <li>Idea/key point I</li> </ul>	<ul> <li>Idea/key point I</li> </ul>	<ul> <li>Idea/key point I</li> </ul>
<ul> <li>Idea/key         point 2</li> </ul>	<ul> <li>Idea/key         point 2</li> </ul>	<ul> <li>Idea/key point 2</li> </ul>	<ul> <li>Idea/key         point 2</li> </ul>
<ul> <li>Idea/key point 3</li> </ul>	<ul> <li>Idea/key point 3</li> </ul>	<ul> <li>Idea/key point 3</li> </ul>	<ul> <li>Idea/key point 3</li> </ul>
	<ul> <li>Idea/key point 4</li> </ul>	<ul> <li>Idea/key point 4</li> </ul>	<ul> <li>Idea/key</li> <li>point 4</li> </ul>
	<ul> <li>Idea/key</li> <li>point 5</li> </ul>		<ul> <li>Idea/key</li> <li>point 5</li> </ul>

#### Complete chart:

Supports local

_			
Topic Heading Name: Date:			
Method of Movement	Benefits	Drawbacks	My Opinion
Walking	Exercise No negative environmental impact	Slower Distance may be too far	Best when doing things close to home
Oriving (my car)	Convenient Fast	Expensive to own Negative environmental impact	Best when have to travel long distances and with an inflexible schedule
Dairting (taxi)	Convenient	Exposición cost	Bact to use in

Negative environmental

Can't choose

places I don't

I have a flexible

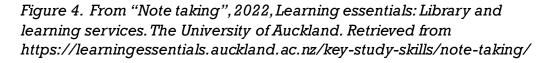
#### JRMAT FOR THE OUTLING MEN

### Title or topic

- I. MAIN TOPIC (to the left side of the A. MAJOR SUB-TOPIC (indented and leading)
  - 1. Minor sub-topic (indented und
  - 2. Minor sub-topic (indented under
  - a. Detail (under 2)
  - b. Detail
  - B. MAJOR SUB-TOPIC (indented the
    - 1. Minor sub-topic
    - a. Detail (under 1)
    - b. Detail
  - II. Continue in the same way with

## **OUTLINE NOTES**

- Useful for taking notes from lecture slides or textbooks; use after a lecture to further organize your notes
- Effective at showing major points & supporting ideas
- Organizes ideas and shows relationships between them





## OUTLINE NOTES

- 1. Make top-level bullet points of main topics (main ideas).
  - 2. Fill in lower-level bullet points with sub-topics (significant details).

**Pros**: Simple. Hierarchical. Easy to create and review.

**Cons**: Best suited to taking notes from a reading – may be hard to use this method during a lecture.

Good for laptop use – easy to do. Harder to do by hand.

#### FORMAT FOR THE OUTLINE METHOD OF NOTE-TAKING

#### Title or topic

- I. MAIN TOPIC (to the left side of the paper near the margin)
- A. MAJOR SUB-TOPIC (indented and subordinate to the preceding heading)
  - 1. Minor sub-topic (indented under A)
  - 2. Minor sub-topic (indented under A)
  - a. Detail (under 2)
  - b. Detail
  - B. MAJOR SUB-TOPIC (indented the same as major sub-topic A)
    - 1. Minor sub-topic
    - a. Detail (under 1)
    - b. Detail
  - II. Continue in the same way with main topic #2, #3, etc.



formia, example, or polem 1.

Write down equation, formula, example, or problem 2.

or questions problem to we need to fine the a

Make your personal note, or questions regarding problem 2, to which you need to find the answer.

## T-NOTES

 Useful for problem-based learning in numerical disciplines (math, physics, engineering, etc.)

Write down equation, formula, example, or problem 3.

Make your person, not or questions regrading problem 3, to inich

Figure 5. From "Note taking", 2022, Learning essentials: Library and learning services. The University of Auckland. Retrieved from https://learningessentials.auckland.ac.nz/key-study-skills/note-taking/



## T-NOTES

- Create a chart in a "T" shape
- At the top, write your name, the date, and any information about the source of the notes (class, book, etc.)
- On the left-hand side of the "T", write examples, formulas, or practice problems.
- On the right-hand side, write a description, explanation, or questions you need to find answers for.
  - You may work on the equation or formula here as well.

**Pros:** Simple. Easy to create and use.

Cons: Can be hard to avoid transcribing instead of using your own words

Title of lesson	Name: Date: Paper:	
Write down equation, formula, example, or problem 1.	Make your personal note, or questions regarding problem 1, to which you need to find the answer.	
Write down equation, formula, example, or problem 2.	Make your personal note, or questions regarding problem 2, to which you need to find the answer.	
Write down equation, formula, example, or problem 3.	Make your personal note, or questions regarding problem 3, to which you need to find the answer.	



# topic Main Topic Sub-topic

### MIND MAP

- Useful for making connections and showing relationships between ideas
- Good for visual learners and doodlers

Figure 6. From "Note taking", 2022, Learning essentials: Library and learning services. The University of Auckland. Retrieved from https://learningessentials.auckland.ac.nz/key-study-skills/note-taking/



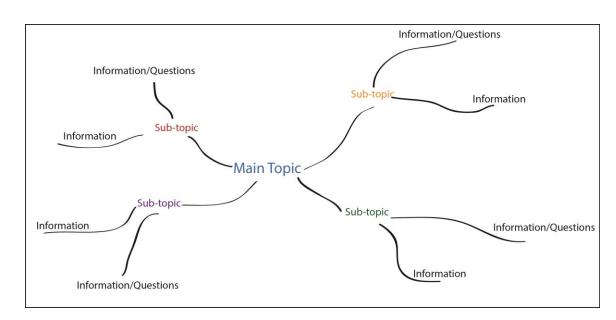
## MIND MAP

- Start with a blank page.
- Write the **main topic** in the middle.
- Draw a branch for each important sub-topic in the lecture.
- Now draw smaller branches for supporting information.
- Use colour!

Pros: Great for people who like to doodle as a concentration aid.

Easy way to get all significant points down and show how they're connected.

Cons: If you don't prep for basic knowledge before the lecture, it could get messy!







#### Name, Date, CUES Wh 1? · soon after When? class · during class What? What? · questions · main points · key words · supporting points · vocabulary · diagrams/charts How? How? · brief • paraphrase · for review · abbreviations/symbols and study · leave space between topics +2½"→ ← 6" → SUMMARY When?

· after class

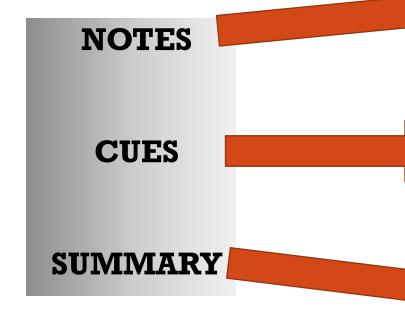
What?

## THE CORNELL METHOD

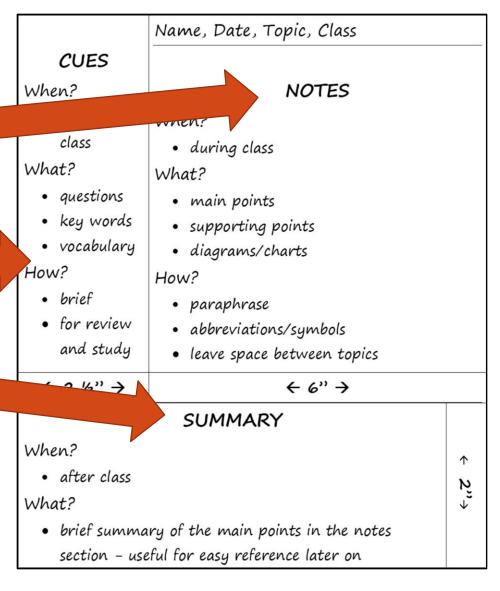
- Useful for actively engaging with notes during and after a lecture (active learning)
- Creates an organized study tool

## THE CORNELL METHOD

Divide your note pages into 3 sections:

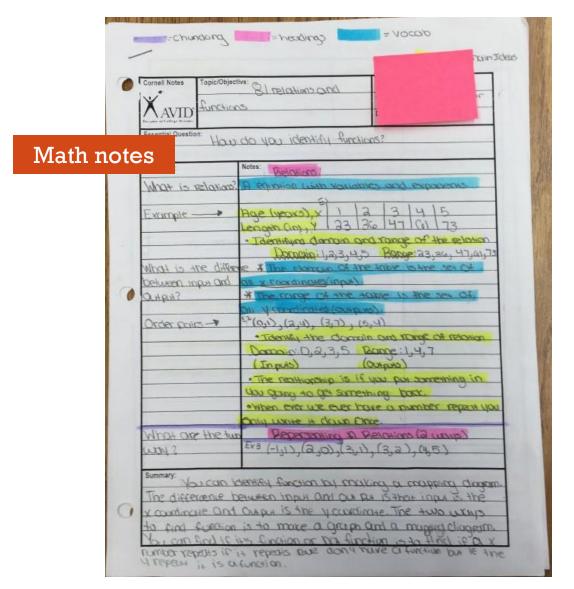


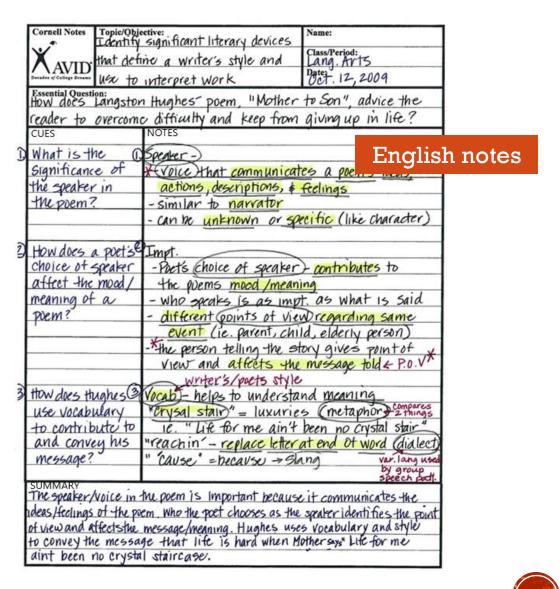
 At the top of the page, write name, date, and topic





## EXAMPLES OF CORNELL NOTES





Figures 7 & 8. From "2018 AVID University Presentation", 2018, Community High School District 99. Retrieved from https://www.csd99.org/dgs/counseling-support/files/Documents/2018%20AVID%20University%20Presentation.pdf

## THE CORNELL METHOD: NOTES

#### **Notes:**

- When? During the lecture
  - After the lecture, add highlighting and other details to NOTES, and fill in the CUES column
- What? Main points, supporting points, may include diagrams/charts
- How? Paraphrase, abbreviations/ symbols, leave space between topics

Essential Question: How does Langsto	fine a writer's style and printerpret work  on Hughes poem, "Mother and life and lif	Name: Class/Period: Lang. Art5 Dates. 12, 2009 to Son", advice the giving up in life?
D What is the (Significance of the speaker in the poem?	DSpeaker -)  * Voice that communicate actions, descriptions, & - similar to narrator - can be unknown or sp	Relings
How does a poets Choice of speaker affect the mood/ meaning of a poem?	EImpt Pact's Choice of speaker - the givens mood /mean - who speaks is as imp - different coints of view event (ie. parent, chi - the person telling the st view and affects the	- contributes to ing t. as what is said wregarding same ld, elderly person) ory gives point of message told & P.O.V*
ttow does trughes use vocabulary to contribute to and convey his message?	writer's/poets style	nd meaning  s (metaphor) compares been no crystal stair" at end of word (dialect)
ideas/feelings of the p	the poem is important because poem. Who the poet chooses as the message/meaning. Hughes use age that life is hard when Mal staircase.	e it communicates the sount

## THE CORNELL METHOD: CUES

#### Cues:

- When? Soon after class
- What? Questions, key words, vocabulary
- How? Brief, for review and study

Cornell Notes Topic/Objective: Tarntify significant literary devices		Name:	
X that def	X AVID that define a writer's style and		
I/ VAVIDI	93 (5)	Class/Period: Lang. Av 15 Date: 12, 2009	
Essential Question:	interpret Work		
How does Langston	Hughes poem, "Mother	to Son", advice the	
reader to overcom	reader to overcome difficulty and keep from giving up in life?		
CUES	NOTES		
What is the (	Speaker-)		
Significance of	X Voice that communica	tes a onemia ideas	
the speaker in			
the poem?	actions, descriptions, & feelings		
Tre poem.	Care he making of the	- similar to narrator - can be unknown or specific (like character)	
	CAN INC UNEFIDENT OF SP	(IIKE WATACIOT)	
Houldson a gratist	т		
How does a poet's			
choice of speaker	- Pact's Choice of speaker) - contributes to		
affect the mood/	the overs mood /meaning		
meaning of a	- who speaks is as impt. as what is said		
poem?	- different coints of view regarding same		
	event (ie. parent, child, elderly person)		
	The person telling the story gives point of x		
	View and affects the message told & P.O.V"		
140 11 11 1 1	writer's/poets style	, , , , , , , , , , , , , , , , , , , ,	
How does thughes 3	Vacab - helps to understa	nd meaning	
use vocabulary	Perysal stair" = luxurie	5 (metaphon 2 things	
to contribute to	1e. "Life for me ain't been no crystal stair"		
and convey his	"reachin' - replace letter	at end of word (dialect)	
message?	" cause" = hecause > 5%	ang var. lang used	
STIMMADV.		by group speech patt.	
SOMMAN	the poem is important because	e it communicates the	
	em. Who the poet chooses as the		
of view and affects the message/meaning. Hughes uses vocabulary and style to convey the message that life is hard when Mothersys" Life for me			
to convey the messa	ge that life is hard when M	lothersays" Life for me	
aint been no crysto	Il staircase.		

## THE CORNELL METHOD: SUMMARY

#### **Summary:**

- When? After class
- What? Brief summary of the main points in the notes section - useful for easy reference later on
- How? Details → Big Picture

AVID: that det	ective: significant literary devices inc a writer's style and interpret work	Name: Class/Period: Lang. Av 15 Date: Oct. 12, 2009
Essential Question: How does Langston reader to overcom CUES	n Hughes poem, "Mother c difficulty and keep from NOTES	to Son", advice the giving up in life?
D What is the ( Significance of the speaker in the poem?	Speaker -)  * Voice that communicate actions, descriptions, \$ - similar to narrator - can be unknown or so	Relings
2) How does a poet's choice of speaker affect the mood/meaning of a poem?	-Pact's Choice of speaker  the givems mood /mean  - who speaks is as imp  - different points of vie  event (ie. parent, chi  - the person telling the services of the specific streets the services of the ser	ing it. as what is said wregarding same Id, elderly person) tory gives point of message told & P.O.V*
3 ttow does trughes 3 use vocabulary to contribute to and convey his message?	writer's/poets style Vocab - helps to understa "crysal stair" = luxurie ie. "Life for me ain't "reachin' - replace letter "Cause" = becavs → Sh	tend meaning  s (metaphor) compares been no crystal stair" at end of word (dialect)
SUMMARY The speaker/voice in the poem is Important because it communicates the ideas/feelings of the poem. Who the poet chooses as the speaker identifies the point of view and affects the message/meaning. Hughes uses vocabulary and style to convey the message that life is hard when Mothersys." Life for me aint been no crystal staircase.		

## CORNELL NOTES: A STUDY TOOL



Review your notes: Once you've taken notes, added cues, and written the summary, review your Cornell Notes as soon as possible after class



**Interact with your notes:** 

**Add** details, **highlight** information, **draw** diagrams or pictures



Keep your notes organized:

They will be **easy to access** when you are ready to study for the next exam!



Use your notes to study:

Fold your notes along the vertical line - ask yourself questions from the CUES section and check your NOTES to see how you did.

You can do this alone or with a study partner.





## CAMOSUN RESOURCES

For more help with planning your studies and taking effective notes, check out these Camosun resources:

- Camosun Library "Student Learning Success Guides" for Studying and Note-taking Skills <a href="https://camosun.libguides.com/Student learning success guides">https://camosun.libguides.com/Student learning success guides</a>
- Writing Centre and Learning Skills
   https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
- Multilingual Support Specialist (MSS):
   http://camosunmss.opended.ca



#### References

- Austin Community College District. (n.d.). Benefits of notetaking. Austin Community College District. <a href="https://sites.austincc.edu/student-skills-workshops/taking-effective-notes/benefits-of-notetaking/">https://sites.austincc.edu/student-skills-workshops/taking-effective-notes/benefits-of-notetaking/</a>
- Community High School District 99 (2018). 2018 AVID University Presentation. Retrieved from <a href="https://www.csd99.org/dgs/counseling-support/files/Documents/2018%20AVID%20University%20Presentation.pdf">https://www.csd99.org/dgs/counseling-support/files/Documents/2018%20AVID%20University%20Presentation.pdf</a>
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  <a href="https://www.learninglightbulbs.com/">2019/03/note-taking-skills-what-methods-work.html</a>
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  <a href="https://learningessentials.">auckland.ac.nz/key-study-skills/note-taking/</a>
- Note Taking 101. (n.d.). Academic success center: Learning corner. Oregon State University. <a href="https://success.oregonstate.edu/sites/success.oregonsta
- Camosun Library Learning Skills. (n.d.). Student learning success: Studying. Camosun College. <a href="https://camosun.libguides.com/">https://camosun.libguides.com/</a>
  <a href="https://camosun.libguides.com/">Studying/notes</a>

