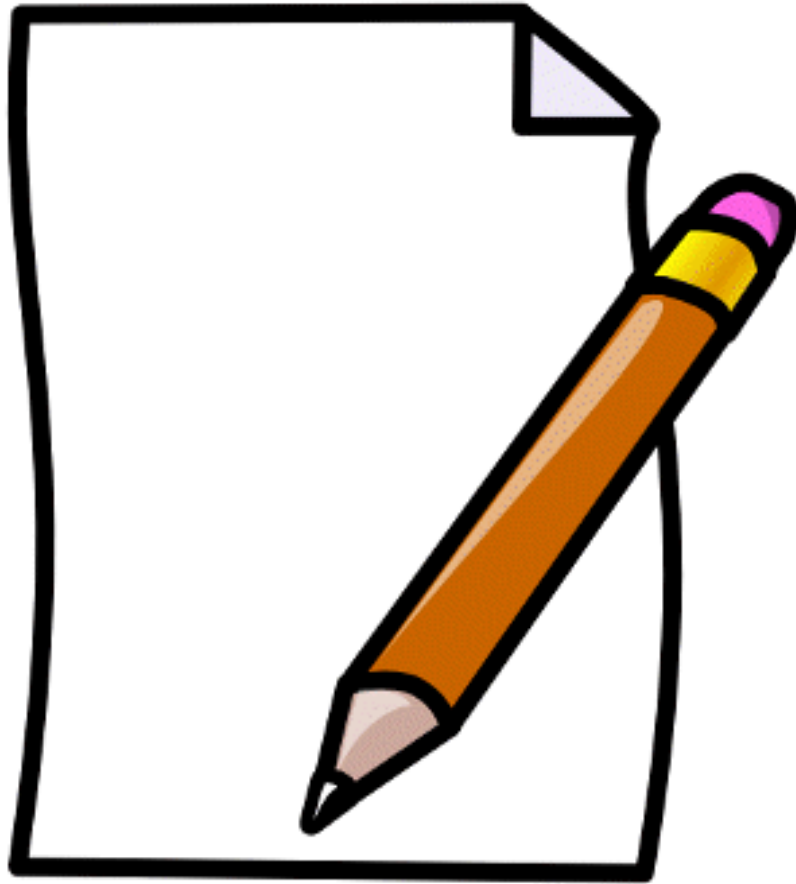




SPRING HILL
COLLEGE

Note Taking

Put Class Material into Your Own Words



What Makes Good Notes?

- Organization
- Distinguishing main points from details
- Include examples
- Clearly indicate lecture patterns
- Allow for self testing
- Stand the test of time
- Use abbreviations

Helpful Hints to Get Good Notes

- Sit front and center
- Adjust your notes to the professor
- Listen, think, write
- Paraphrase
- Do the assigned reading
- Review notes from previous lectures

Things to Listen for in Lecture:

- Lists
- Cause and effect relationships
- Definitions
- Superlatives
- Examples
- Extended Comments
- Voice or Volume Change
- Process Notes

Methods of Note Taking

There are many different ways to organize your notes to allow for good preparation before class and self-testing after class. Below are some options, followed by examples for how to set up your page for each method. One may work for you, or you may combine ideas from several different styles to get something that helps you to be successful.

Cornell Notes

- Split page method
- Works for most lecture courses
- Uses margins to pull out key points and create test questions that correspond to notes

Paralell Notes

- Uses professors notes already provided (from PowerPoint, e-Companion etc.)
- Allows you to fill in gaps where information is missing from provided notes
- Self testing using space in the margins

T-Method

- Allows you to summarize information after lecture
- Corresponds to lecture notes to create study test questions

Cornell Method

Key Points

Or Study Questions



Lecture Notes



*Date: Always Date your notes!

To Study:

Fold your paper so that you can only see the key points and study questions. Try to explain those concepts. Then look at your notes to check your understanding

Parallel Notes

This method requires either a three ring binder or a spiral with professor's notes hole punched or stapled to pages. The professors notes should be on the left side and you will take notes on the right side.

Professors Notes

Your Notes

Self-Test

Use this space to create questions or highlight key points.

To Study:

Cover your notes and define key concepts or answer your questions you created. Refer back to your notes to check for understanding

T-Method

For this method, you take notes as you normally would. At the end of each lecture or on the back of each page of notes, you may create your t-chart to summarize the notes and create practice questions.

Lecture Notes



Summary:

In this space, create a summary of your notes for the lecture.

Questions:

In this space, create self-test questions that correspond to your summary and notes.

To Study:

Ask yourself the questions you created. Refer to your notes and summary to check for understanding.