



Note Taking

Woodford County Adult Education

Why is note taking important?

- ▶ Studies show that you will forget 80% of what you hear in two weeks, and 95% will be gone in four weeks!
- ▶ Note taking is one of the most effective ways to retain information given during a lecture.
- ▶ Your notes can be used as a study guide for tests.



Note Taking DO's



- ✓ Attend all classes
- ✓ Take a front seat
- ✓ Use a large, loose-leaf binder
- ✓ Write only on one side of the page
- ✓ Write in short, concise sentences

Note Taking DO's cont'd...

- ✓ Try to figure out the main headings
- ✓ Capture ideas as well as facts
- ✓ Skip lines to leave space between ideas
- ✓ Develop your own abbreviation and symbols



Note Taking DO's cont'd...

- ✓ Always write down the instructor's examples
- ✓ Get the names and phone numbers of a few classmates
- ✓ Don't rely entirely on a tape recorder. Take outline-style notes also.

Note Taking DON'Ts



- ▶ Don't sit near friends who distract you
- ▶ Don't doodle
- ▶ Don't give up if the instructor goes too fast
- ▶ Don't look for facts only

Cornell Note Taking

Developed by Walter Pauk,
former director of the Reading Research Center, Cornell University.
Used by colleges and universities around the world.

- ▶ This method divides your paper up into 3 different sections.
- ▶ It lets you jot down important key words and phrases.
- ▶ It lets you summarize each page after class is over.



The Cornell Note Taking System

Keywords

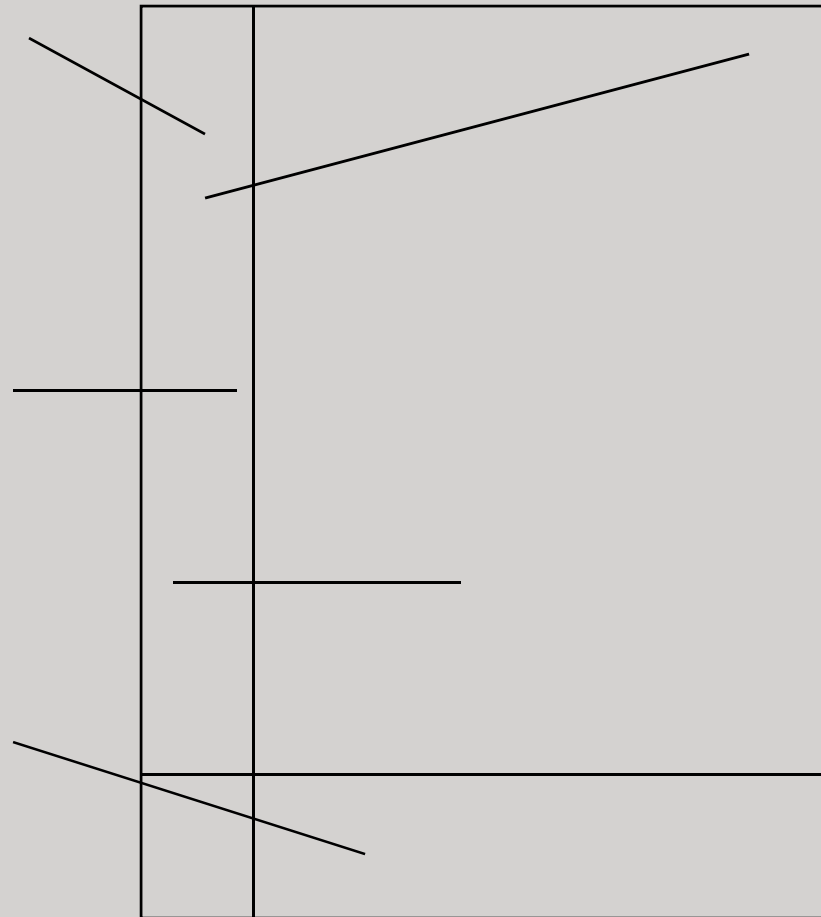
Date, class, name

Questions

Phrases

Classroom notes

Summary



What's the best way to study from my notes?

The Six R's of Studying

Record

Reduce

Recite

Reflect

Review

Recap



The Six R's of Studying

1. Record

- ▶ Record as many details as you can.
- ▶ Review and fill in the blanks ASAP after class.

2. Reduce

- ▶ As soon as you can, reread your notes.
- ▶ Reduce facts to key words, phrases, or questions.

The Six R's of Studying

3. Recite

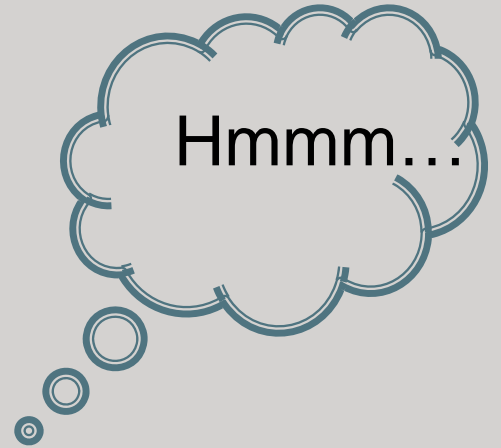
- ▶ Say each fact out loud, in your own words, from memory
- ▶ Recitation = 80% retention
- ▶ Rereading = 20% retention
- ▶ Recitation is the most powerful single technique used by psychologists for implanting ideas into the memory.



The Six R's of Studying

4. Reflect

- ▶ What is the significance of these ideas and facts?
- ▶ What principles are they based on?
- ▶ How can I apply them?
- ▶ How do they fit in with what I already know?
- ▶ What is beyond these facts and principles ... what do they imply?



The Six R's of Studying

5. Review

- ▶ Short, fast, frequent reviews are the key
- ▶ Start reviewing notes ASAP after taking them, continue until exam time

6. Recap

- ▶ Summarize: --the content of each note sheet
--the content of each lecture
- ▶ Makes studying for exams less hectic



Adapted from
The Learning Enhancement Center
Coconino Community College