

TAKING LECTURE NOTES

Why taking lecture notes?

- So you don't have to rely on your memory
- So you can focus better during class (and listen carefully!)
- test your understanding (you have to know what's important)

Type or write?

the key question

you can:

- write on notebooks/lecture notes (with internet)
 - type on iPad/laptop
 - write on iPad
- Great flexibility + awesome for people who can't concentrate
great when you have to capture lots of info (esp when prof. speaks really fast)
- won't lose your notes + great flexibility + you can type when you have the need (BUT can be slow + complex)
- * App rec: notability/pdf expert

you should take notes of...

1. Things on board
2. definitions + key words & phrases
3. enumerations
4. Signaling phrases ("this is important")
5. emphasis in voice/body language
6. Things repeated
7. Examples
8. summaries/reviews

Cornell + Outline?

the best method for taking classnotes?

Cornell: Active learning

- encourage you to review your notes
- makes everything clear + concise

Outline method

- encourage you to look for key ideas + main points
- clear, so you can spend less time reviewing them
- And of course, more organised

you can use it on...

- Paper/notebooks (etc!)
- Laptop/iPad (type: DocuNote)

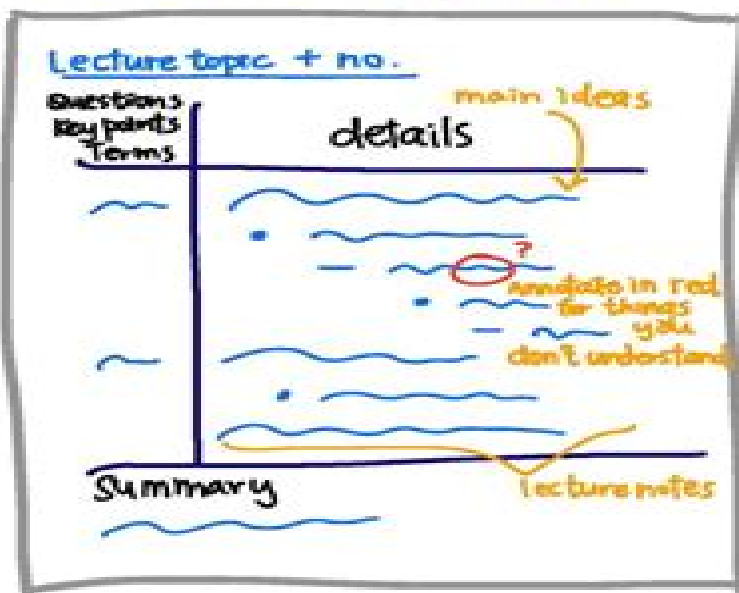
Good note-taking habits

1. Review notes (prev. lecture)
2. Previewing the textbook (15mins)
 - main terms/summary + prepare questions
3. When in doubt, write in down
"should I write it or not?" → write!
(Better too much than not)
4. Be concise
 - use abbreviations
 - short sentences
 - know lecture style

(Ask if you need to write down)

* 1st lecture: walk up to your teacher your notes (ask if they're good for this class)
→ may give you suggestions or ask for an example of note-taking
They know the main points of lecture

* make an abbrev sheet after preparing for class (since you'll know what words will be used frequently)
5. Use a good note-taking system



note-taking format employing cornell method + the outline method

Top Notes Study Guide

Michelle J. Willihnganz



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