



# NOTE-TAKING SKILLS

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# WHY TAKE NOTES?

*Without review, you are likely to forget 50% of what you hear in a lecture within 24 hours, and 80% after two weeks.*

- Notes are a valuable tool to help you remember important information.
- Notes help to condense and organize the material in a meaningful way.

# **EFFICIENT NOTE-TAKING REQUIRES ACTIVE LISTENING SKILLS FOR THE FOLLOWING REASONS:**

- We forget, ignore or misunderstand much of what we hear.
- Hearing is passive and involuntary.
- Active listening gives meaning to a professor's verbal and visual cues.



Pay attention



Look at who is  
talking



Do not talk

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# ACTIVE LISTENING

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Ask questions



Follow  
directions



Visualise what  
is being said

*@rly1981*

# A GOOD NOTE-TAKER IS AN ACTIVE LISTENER WHO

- sits up straight.
- looks at the lecturer.
- pays close attention to the lecturer.
- shows interest in the material.
- connects new information to prior knowledge.

# HOW DO EFFECTIVE NOTE-TAKERS PREPARE FOR CLASS?

- Arrive to class on time, ready to pay attention.
- Sit near the front of the room to eliminate distractions.
- Read assigned texts before class.
- Review notes from previous lectures.
- Make a list of questions from previous lectures and readings to ask the professor.

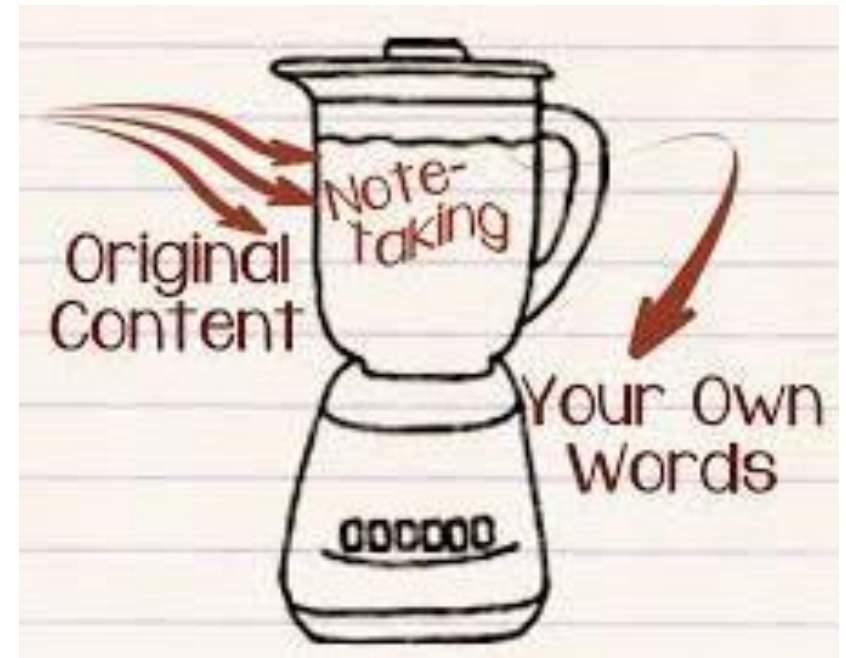


# EFFECTIVE NOTE-TAKING IN CLASS

- Have your notebook and pencil or pen ready.
- Record what the professor writes on the board, including outlines.
- Pay attention to your instructors' verbal cues. Their choice of words might indicate the importance of information. Listen for key words such as *for example*, *most importantly*, *as a result* and *finally*.
- Take clear and complete notes. Put a question mark near information that is unclear. Clarify anything that you don't understand with your instructor or classmate.

# AFTER THE LECTURE

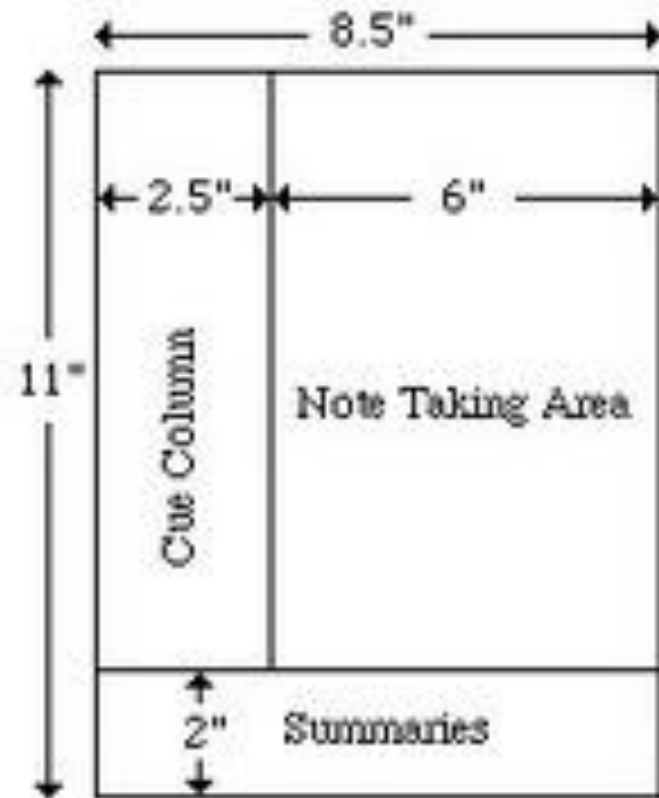
- Paraphrase and revise your notes as soon as possible, preferably the same day of the lecture.
- Add notes from assigned readings to your lecture notes.
- Review your notes at least once a week to keep the material fresh in your mind.







# **NOTE-TAKING STRATEGIES**



# CORNELL METHOD

- Divide the paper vertically by drawing a line from top to bottom about 2" from the left side of the page.
- Write on one side of page only.
- During lecture, record the main ideas and concepts on the right side of the page.
- After the lecture, add prompting questions in the left margin.

# CORNELL METHOD

## Cornell Two-Column Notes

Keywords:

Notes:

### Types of Matter

Solids

I. Solids

A. Have a definite shape

B. Have a definite volume

Liquids

II. Liquids

A. Do not have a definite shape

B. Have a definite volume

Gases

III. Gases

A. Do not have a definite shape

B. Do not have a definite volume

Summary:

(Insert summary of lecture after class.)

# BENEFITS OF THE CORNELL METHOD

- Your notes are organized.
- You can quickly and easily identify key terms and concepts.
- Your lecture notes become a study guide to help you prepare for exams.

# OUTLINE METHOD

- Information is presented in an orderly format.
- Begin with main idea headings.
- Add supporting details.
- Leave space to add additional information from supplemental sources.

# OUTLINE METHOD

Heading:

Make sure that your notes are well categorized and organized.

1. Main Topic

a. Sub Topics

- Points under the subtopic
- More Points
- Yet More

Use indentation to keep things clear.

b. Sub Topic 2

**Outline Method**

2. Another Main Topic

a. With one Sub Topic

Develop your own system and stick to it.

3. ETC

# BENEFITS OF THE OUTLINE METHOD

- Your notes are organized.
- You can quickly and easily identify key terms and concepts.
- Your lecture notes become a study guide to help you prepare for the exam.

# IN SUMMARY

Taking notes helps students:

- concentrate in class.
- develop active listening skills, paying attention to main ideas and details.
- take an active role in the learning process..
- prepare for exams and quizzes in a calm, methodical way.



# IF YOU WOULD LIKE TO LEARN MORE ABOUT NOTE-TAKING SKILLS

Visit the Office of Academic Support

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# SOURCES

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