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.
ACTIVE LISTENING

- Pay attention
- Look at who is talking
- Do not talk

- Ask questions
- Follow directions
- Visualise what is being said
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**

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Types of Matter</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Solids</strong></td>
<td>1. Solids</td>
</tr>
<tr>
<td></td>
<td>A. Have a definite shape</td>
</tr>
<tr>
<td></td>
<td>B. Have a definite volume</td>
</tr>
<tr>
<td><strong>Liquids</strong></td>
<td>II Liquids</td>
</tr>
<tr>
<td></td>
<td>A. Do not have a definite shape</td>
</tr>
<tr>
<td></td>
<td>B. Have a definite volume</td>
</tr>
<tr>
<td><strong>Gases</strong></td>
<td>III. Gases</td>
</tr>
<tr>
<td></td>
<td>A. Do not have a definite shape</td>
</tr>
<tr>
<td></td>
<td>B. Do not have a definite volume</td>
</tr>
</tbody>
</table>

**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

Make sure that your notes are well categorized and organized.

Use indentation to keep things clear.

Outline Method

Develop your own system and stick to it.
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

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