NOTE-TAKING

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WHY TAKE NOTES?

- Without practice, 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 remember important information.
WHY ARE NOTES ESSENTIAL?

• Notes are often a valuable clue for what the instructor thinks is important

• Notes help to condense and organize the material in a meaningful way
EFFICIENT NOTE-TAKING REQUIRES ACTIVE LISTENING SKILLS SINCE:

• We forget, ignore, misunderstand most of what we hear.
• Hearing is passive and involuntary.
• Active listening gives meaning to 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
SIGNIFICANT FEATURES OF AN ACTIVE LISTENER

• Sitting up straight
• Showing interest
• Making the lecturer the center of your attention
• Keeping the lecturer within your line of vision
• Considering what you hear and connecting it to prior knowledge
PREPARING FOR CLASS

- Arrive to class on time
- Sit as near to the front of the room as possible to eliminate distractions
- Be sure read assigned texts before class
- Make a list of questions from the readings to ask the professor
- Review your notes from previous lecture
**EFFECTIVE NOTE-TAKING**

**IN CLASS:**

- Have your paper & pencil or pen ready

- Copy everything that the instructor writes on the board, especially the outline

- Pay attention to instructors’ verbal cues. Their choice of words might indicate the importance of the information. For example.., most importantly.., the result is.., finally etc.

- Take clear and complete notes. Leave a (?) by information that is unclear. Clarify later with your instructor
AFTER THE LECTURE

- Paraphrase and revise the notes as quickly as possible, preferably the same day of the lecture.
- Add notes from assigned readings to your lecture notes.
- Review notes at least once a week.
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
### Essential Question

**Why should I ask questions?**
- Keeps you engaged in lesson
- Teacher views you as a good student

**Where should I sit?**
- Keeps you focused

**Why should I take notes?**
- Keeps you engaged in lesson
- Have something to study

**What kind of help can I get?**
- Ask teacher
- After school tutoring
- Tutorials

### Summary

There are several ways to be successful in class. First, you should ask questions. Second, you should sit in the front of the class. You should also take notes and get help when you need it.
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 the exam
OUTLINE METHOD

Heading:

1. Main Topic
   a. Sub Topics
      i. Points under the subtopic
      ii. More Points
      iii. Yet More
   b. Sub Topic 2

2. Another Main Topic
   a. With one Sub Topic

3. ETC

Make sure that your notes are well categorized and organized.

Use indentation to keep things clear.

Develop your own system and stick to it.
Outline Method

• Information is presented in a hierarchical format
• Begin with main idea headings
• Add supporting details
• Leave space to add additional information from supplemental sources
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 reading skills, allowing you to recognize main ideas and details
• students take an active role in the learning process
• students prepare for exams and quizzes
IF YOU WOULD LIKE TO LEARN MORE ABOUT NOTE-TAKING...

Visit the Wilf Learning Success Center
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