

## **Introduction to Note Taking**

Note taking is an essential learning skill for college students to implement during and outside of class time. The notes recorded during a class lecture should be compiled of the important facts or ideas presented by the professor. Implementing a system of note taking is important for several reasons. First, the faculty member may be presenting supplemental material not found in your text book but critical for you to learn in order to make a connection to prior knowledge or introduce new material within your textbook. Secondly, the information presented within a lecture may be used for future assessments (quizzes, exams, reflection papers). Finally, a system of good note taking is an important study strategy. Actively listening and taking notes during class increases the retention of the material. Reviewing the notes immediately after class to add additional points or to generate questions for clarification creates opportunity for additional retention and understanding. Effective note taking skills will assist in preparing for exams and future knowledge base of material.

## Getting Organized

A 3-ring binder is usually the most organized system for note taking. This allows you to place your syllabi in the front, insert handouts by date, and add notes as needed. It also allows you to remove sections of notes and place them side by side to create a “big picture” view of a main point, chapter, or section.

## Before Class

*Effective note taking begins prior to class by creating a framework of reference. This strategy provides familiarity with terms, ideas and concepts discussed in lecture and leads to an active role in your own learning.*

- Determine the lecture topic and review past readings and notes
- Complete readings assigned to lecture topics and preview any other auxiliary material (Power Point presentation, video clips, etc...)
- Prepare questions you may have from the readings

## During Class

[http://www.dartmouth.edu/~acskills/videos/video\\_nt.html](http://www.dartmouth.edu/~acskills/videos/video_nt.html)

*Depending on the type of class and personal learning style, you will develop your own method of taking notes. Here are some guidelines and methods to assist with the process:*

- Date your notes
- Keep the objective/theme of the class in mind
- Record notes in your own words
- Make your notes brief
- If you fall behind, stop. Make a mark in your notebook, listen for a few minutes until you feel caught up, then begin taking notes again. It is better to listen and get the information later.

## **Three Common Note Taking Methods:**

### **Cornell Method**

The Cornell Method is a systematic and simple method for note taking that breaks the note page into three sections to allow for organized recording and review. You can use it while reading your text or taking lecture notes.

**See Page 7**

### **Outlining**

Record main ideas to the left of the page. Indent more specific information underneath and further indent examples.

**See Page 8**

### **Charting**

Charting is a good strategy for courses that require comparison/contrast of specific dates, places, people, events, importance and how the information relates.

**See Page 9**

### **After Class**

*To solidify your understanding and connect new concepts with previous concepts, review your notes as soon as possible following class.*

- Immediately after class, remain in the classroom or find a quiet space close by and review notes.
- Connect with another member of the class and create an interactive discussion about the lecture.
- Visit your professor during office hours with questions. Be specific, state what you understand and ask if you missed any important concepts.

- Instead of recopying your notes, record yourself reviewing what you wrote. Speaking out loud is an interactive process that leads to a more in depth understanding. Additionally, you will have a recording that can be played back.

### **Additional Resources**

<http://www.byui.edu/academic-support-centers/study-skills/study-skills-videos/note-taking>

[http://web2.scranton.edu/ctle-tutorials/videos/note\\_taking/note\\_taking.html](http://web2.scranton.edu/ctle-tutorials/videos/note_taking/note_taking.html)

### Note taking Apps

General		
<p>Evernote</p> 	<p>For note-taking, research, creating to-dos, lists and attaching images, and PDF's. Instantly synchronizes from computer to smartphone, tablet and the web.</p>	<p>iOS and Android compatible.</p>
<p>Dropbox</p> 	<p>Free service that lets you store your photos, docs, and videos in the cloud and share them easily. Synchronizes from computer to smartphone, tablet and the web..</p>	<p>iOS and Android compatible</p>
<p>Awesome Note</p> 	<p>Note-taking application and to-do manager that allow you to combine notes with to-do flexibility</p>	<p>iOS and GalaxyNote compatible.</p>
Mapping		
<p>Inspiration</p> 	<p>App for mind maps and graphic organizers to help you: brainstorm and visualize ideas with maps and diagrams; organize thoughts and information; make sense of complex concepts and projects.</p>	<p>iOS compatibility only.</p>
<p>Simple Mind</p> 	<p>Mind mapping tool that turns your iPad, iPhone or iPod Touch into a brainstorming, idea collection and thought structuring device.</p>	<p>iOS compatibility only.</p>
<p>Coggle</p> 	<p>Mapping tool allows users several advanced features to diagram information and use it for collaborative aspects project management, report writing, and just brainstorming.</p>	

<b>Note Taking</b>		
<b>Noteability</b> 	<p>Note-Taking app that allows you to create, illustrate, outline, annotate, record, capture photos. Automatic cloud synchronizing to iPhone and iPad..</p>	<p>iOS compatibility only</p>
<b>Notesplus</b> 	<p>Note-Taking app that allows you to type, draw or record notes. Import and annotate and highlight on PDF's. Easily allows for exporting to various outlets.</p>	<p>iOS compatibility only.</p>
<b>iAnnotate PDF</b> 	<p>PDF document reader that allows for reading, annotating and sharing PDF documents, Word/PowerPoint files and images.</p>	<p>iOS and Android compatible.</p>
<b>Adobe Acrobat Reader</b> 	<p>PDF document reader app that allows for reading and annotating PDF's across various platforms.</p>	<p>iOS and Android compatible.</p>
<b>Other Technology</b>		
<b>Smart Pen</b> 	<p>A smartpen that synchronizes handwritten notes with recorded audio and converts them into digital format.</p>	
<b>Digital Voice Recorder</b>	<p>Digital voice recorders convert sound into a digital file that can be moved from one electronic device to another, played back by a computer, tablet or smartphone and stored as a digital file.</p>	

Cornell Notes

Example 1

<b>Cue Column</b>	<b>Note-taking Column</b>
Time period of first 3 battles?	First 3 battles of the Civil War were fought over a 10 month period from April 1861 – February 1862.
Where was first battle fought?	Fort Sumter – First battle fought in Charleston Harbor. Low number of casualties – Confederates won
Why was First Bull Run significant?	First Bull Run – Manassas, VA. First sizable battle. Thomas Jackson nicknamed “Stonewall” – Confederates won
Why was Union control of Kentucky important?	Fort Henry and Fort Donelson – Tennessee. Fought at 2 key Confederate forts on Tennessee River. Capture guaranteed Union control of Kentucky (Kentucky was wavering between Union and Confederacy) – Union won
<b>Summary</b>  The first 3 battles of the Civil War were fought over a 10 month period from April 1861- February 1862. Confederates won the first 2 battles, Union won 3 <sup>rd</sup> . Casualties were low at first and increased in 2 <sup>nd</sup> and 3 <sup>rd</sup> . Fort Henry/Donelson was significant – Union took control of Kentucky.	

## Example 2

Fort Sumter (Charleston, SC) – First battle of Civil War. Fought in Charleston

April 12-14, 1861. Confederates were victors

Low numbers of casualties

First Bull Run (Manassas, VA) – First sizable battle of the war. Jackson nicknamed “Stonewall”

July 21, 1861. Confederates were victors

2,896 Union casualties

1,982 Confederate casualties

Fort Henry and Fort Donelson (Tennessee) - Battle guaranteed Union control of Kentucky

February 6 and 16, 1862. Union were victors

2,832 Union casualties

1,400 – 2,000 + Confederate casualties

12,000 captured

## Charting

### Example 3

#### Civil War Battles

Battle and Date	Casualties	Victor	Significance
Fort Sumter Charleston, SC April 12-14 <sup>th</sup> 1861	Union – 11  Confederates - 4	Confederates	First battle of the Civil War. Fought in Charleston Harbor.
First Bull Run Manassas, VA July 21, 1861	Union – 2,896  Confederates – 1,982	Confederates	First sizeable battle of the war. Confederate General Thomas J. Jackson earned his nickname “Stonewall”
Fort Henry and Fort Donelson – Tennessee February 6 <sup>th</sup> and 16 <sup>th</sup> 1862	Union 2,832  Confederate – 1,400 -2,000 +  12,000 captured	Union	These were 2 key Confederate forts on the Tennessee River. The capture of these forts guaranteed Union control of Kentucky.

## Reference List

Thum, C. (Producer). (1996) Academic Success Videos. *Notetaking*. Video retrieved from [http://www.dartmouth.edu/~acskills/videos/video\\_nt.html](http://www.dartmouth.edu/~acskills/videos/video_nt.html)

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