### Sample Note-Taking: Outline Format

#### 9/30 - How to Take Notes in Lecture

**A. Prepare Before Class**

- **Why?** Makes you ready for what comes up
  1. **Reading**
     - Mentally organizes information
     - Take notes and use as guide for lecture notes
  2. **PowerPPT or Notes Sheets**
     - Print & bring them to write on
     - Look over before class
  3. **Before Class Begins (Arrive 5 min early)**
     - Scan topics to be covered (syllabus, last week notes, etc.)
     - Think about questions from reading, last class

**B. During Class (Varies based on class, instructor, me)**

1. **Listen!**
   - For key organizational words (ex: "3 main things"
   - Tone, emphasis
   - Examples + main ideas
   - Think about what’s being said

2. **Write!**
   - Write down main ideas, how things connect, examples
   - Leave space to add stuff
   - Use codes or shorthand

3. **Others:**
   - Watch body language
   - Ask questions (if I get lost)
   - Record (audio) lecture - optional; ask prof. 1st

**C. After Class**

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SAMPLE NOTE-TAKING: CORNELL METHOD

9/30/17

3 main steps:
- Before
- During
- After

**Before:**
- Prepare by reading, look over notes before class starts, print PPT's, think about ?'s
- Why? Helps organize information and prepare your brain to listen

**During**
- Develop a system for writing that makes sense to you (codes, abbreviations, etc.)
  - ex: w/ b/c & ppl govt.
- Listen for important points - cues include tone, body language, emphasis, written on board.
- If it's going too fast: Ask question, write down what you can + leave space, abbreviate examples
- Listen for organizational cues for what is coming next
- If you're going to record, ask the prof first

**After** - Most important
- Students who review notes remember more for exams than those who don't!

Summary:
- Note-taking isn't just what happens in class, but how you prepare for and review material before and after class - all 3 are important - and this connects to long memory process - repetition

Question:
- Practice test questions:
  - Name 3 cues to indicate importance
  - Provide examples of possible abbreviations
  - Describe why it's important to prepare before class
Sample Note-Taking: Mind Map

### Before Class
- Use notes
- Preparing
- Readings:
  - Help prepare
  - Bring
  - Powerpoints
  - Think about questions
  - Readings
  - Tone
  - Keywords
- Topics:
  - Before
  - Class starts
- Abbreviations
- Shortcuts
- Codes
- Leave some space

### During Class
- Listen:
  - Simple
  - Examples
  - Earn questions
  - Watch body language
- Ask questions
- Record lecture

### After Class
- Strategy:
  - Outline
  - Cornell
  - Mindmap
  - Summary
- Visit office hours
- Clarify questions
- Review classmates
- Revisit readings:
  - Connect

- Review + reorganize:
  - Make connections
  - Look for gaps
  - Quiz yourself
  - Retype or rewrite if necessary