

## Note Taking Skills

For many college students, note taking is a new concept. Many high schools do not offer lecture style teaching, so a huge transition must be made for a student to adapt to listening to a 50 minute or 1 ½ hour lecture!

Just like everyone has a different style of learning, students also have different styles of taking notes. It is important for you to find out which way works best for you!

- General Note Taking Tips:
  - Get to class early.
    - Many times the most important information in classes is presented at the beginning of a lecture. If you are late to class, you may miss the objective of the lecture. It is hard to take notes if you do not know what you should be taking notes over.
  - Read and look at material before class.
    - If you have done the assigned readings before class, it will be easier to take notes. You will have a better idea of what information is being presented, and it will be easier to pull out information that your professor stresses importance on. Also, many professors post PowerPoints, lecture notes, and handouts on MyCampus. If you have a professor that does this, print these off and bring them to class with you. This will help you follow along with the lecture notes.
  - Focus on the main points.
    - Many times professors make their main points perfectly clear. They will sometimes repeat this information, change their tone or volume of voice, or write them down. When a professor does this, it probably means that this information is something you must know for the future. You can always check your notes with others in the class, if you all have noted the same points, you are probably on the right track!
  - Review your notes.
    - Many times you will be writing quickly during lectures, and you won't have time to absorb the information. If you review your notes immediately after class, not only will you be exposing yourself to the material again, but you will also give yourself a chance to fill in any blanks in your notes while the information is still fresh. If you have any questions about your notes, talk to your professors to fill in the blanks.

Methods for taking notes:

- Outlines
  - Many people take notes in outline form. This provides a linear way to organize and take down information.
  - Example of notes in outline form:

*November 12, 2011*

*American Revolution (cont.)*

*Townshend Acts*

- *Tax on essential goods*
  - *Paper, glass and tea*
- *Colonists boycott British goods*
- *Mob formed March 5*
  - *British Soldier was clubbed*

*Boston Massacre*

- *British soldier fired into the crowd*
  - *11 people were hit*
  - *3 civilians killed*
  - *Soldiers were tried and acquitted*
- *The incident became propaganda for Colonists*

Make sure that you leave places on your notes to take notes after the lecture. You can use additional information from your professor as well as the book to fill in any gaps in your notes.

- Cornell notes
  - Cornell notes allows you to pull out main ideas and topics to focus on. This is an organized way to take notes and allow you to easily review your notes and study for exams.
  - First, you need to draw a line on your paper to separate your topics section, and your info section. Leave a section blank at the bottom where you can summarize the lecture at the end.

<i>November 12, 2011</i>	
<i>American Revolution (cont.)</i>	
<i>Townshend Acts</i>	
<i>Boston Massacre</i>	<ul style="list-style-type: none"> <li>▪ <i>Tax on essential goods</i> <ul style="list-style-type: none"> <li>• <i>Paper, glass and tea</i></li> </ul> </li> <li>▪ <i>Colonists boycott British goods</i></li> <li>▪ <i>Mob formed March 5</i></li> <li>▪ <i>British Soldier was clubbed</i></li> </ul> <ul style="list-style-type: none"> <li>▪ <i>British soldier fired into the crowd</i></li> <li>▪ <i>11 people were hit</i></li> <li>▪ <i>3 civilians killed</i></li> <li>▪ <i>Soldiers were tried and acquitted</i></li> <li>▪ <i>The incident became propaganda for</i></li> <li>▪ <i>Colonists</i></li> </ul>
<p><i>The Townshend Acts really stirred up the Colonists to the point where they not only boycotted British goods, but also rebelled. This was the cause of the Boston Massacre. While the soldiers that killed the civilians didn't get punished, the event as a whole was good for the revolution because it started a spark in the colonists.</i></p>	