

Note-taking Strategies Workshop





Survey

First, please complete this brief survey regarding your current note-taking experience:

<https://forms.office.com/r/AavhMViLv8>

Please use your NU account when completing the survey

Purpose of Workshop



Provide an overview of a variety of note-taking styles/methods



Discuss strategies on how to prepare to take notes before class and review notes after class



Practice activities to engage with new strategies



An academic skill development opportunity

A man in a dark suit and glasses stands at the front of a lecture hall, addressing a group of students. The students are seated at curved, light-colored desks arranged in a semi-circle. The room has a modern design with a light-colored brick wall and a wooden podium. The text "Action steps before, during and after class" is overlaid in white on the image.

Action steps before, during
and after class

What to do before class

1

Be sure to **complete assignments and readings**

- Note taking is easier when you have previewed the material

2

If available, **print out the professor's slides** ahead of time so that you can take notes on the slides

3

Choose a note-taking strategy that works for you and the course you are taking

4

Set up your notes on a new page and be sure to include the date



What to do during class

Pay attention to **cues** that signal important/ key information

- **Repetition**—tune into points that the instructor repeats
- **Pace**—tune into when the instructor slows down to make points clear
- **Volume**—tune into when the instructor's speaking volume increases and/or when the instructor speaks emphatically about a topic

Write down **examples** the professor shares

Use symbols **or abbreviations** to establish meanings and terms

If you do not understand a concept or if you miss information, make note of it. Ask a classmate after class or **attend the professor's office hours to get clarification**

What to do after class



Review your notes: underline or highlight key points, content to review, or questions

Highlight

- Use one color for questions
- Use one color for main ideas



Review professor's slides or course readings to add more detail to your notes



Compare your notes with another classmate's and revise as needed



Be sure to **review the material** in your notes before the next class



Note-taking Strategies/Methods

T-Method



Start by dividing the page in half.



Write equations, formulas, or problems on the left side.



Write steps, reminders, or notes on the right side of the page.



Works best with math, economics, or statistics courses

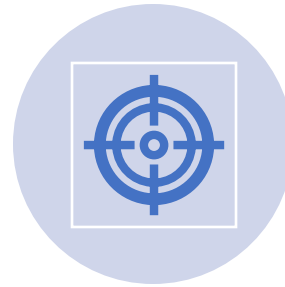
T-Method Example

Rod Hill	The Quadratic Formula	2-11
p. 25	$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$	
X represents the solutions of: $ax^2 + bx + c = 0$	Ex 1: Solve $5x^2 - 8x + 3 = 0$	
Steps:	(Already in stand. form) $a = 5, b = -8, c = 3$	
1. First must find standard form of equation	Using quad form:	
2. Then should try and factor — if it is not possible, then use the quad formula	$x = \frac{-(-8) \pm \sqrt{(-8)^2 - (4)(5)(3)}}{2(5)}$	
3. Determine values for a, b, c and substitute into formula: $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$	$x = \frac{8 \pm \sqrt{64 - 60}}{10} = \frac{8 \pm \sqrt{4}}{10}$	
4. The solutions of any quadratic equation can be found by using the quad formula (ALWAYS!)	$x = \frac{8 \pm 2}{10}$	
	So,	
	$x = \frac{8 - 2}{10} \quad \text{or} \quad x = \frac{8 + 2}{10}$	
	$x = \frac{6}{10} \quad \text{or} \quad x = \frac{10}{10}$	
	So,	
	$x = \frac{3}{5} \quad \text{or} \quad x = 1$	
	Thus, the solutions are 3/5 & 1	

Concept Mapping Method



Mapping is a graphic representation of the content covered during a lecture



Use this strategy when there is a lot of content and it is presented organized.

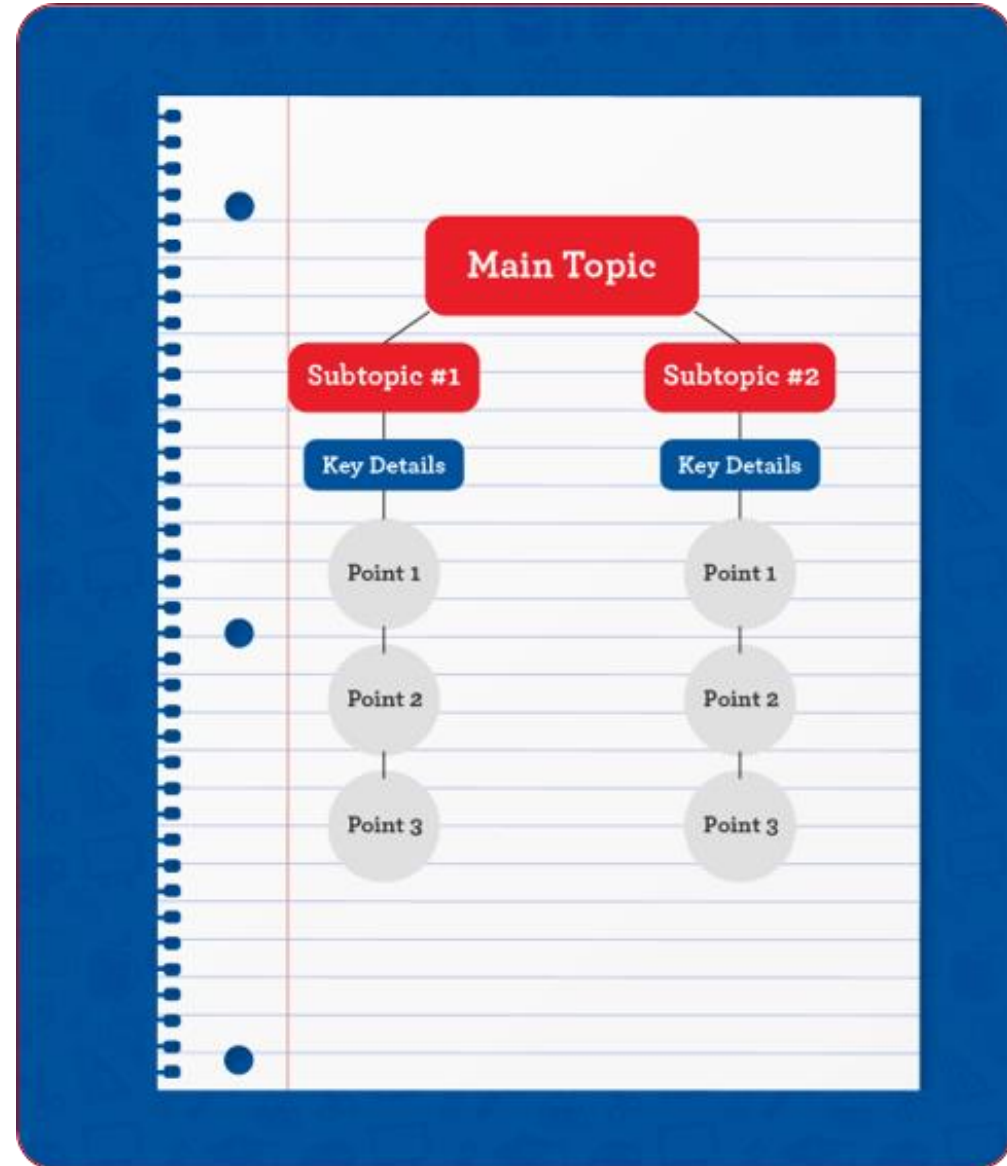


This is a beneficial strategy when there is a guest lecturer and the content might be presented in multiple ways



Are you a visual learner? This might be a great strategy for you to try

Concept Map Example



Rough Outline Method



Create a rough outline of the lecture using bullet points.

Try to use indentations or smaller bullet points for sub-points

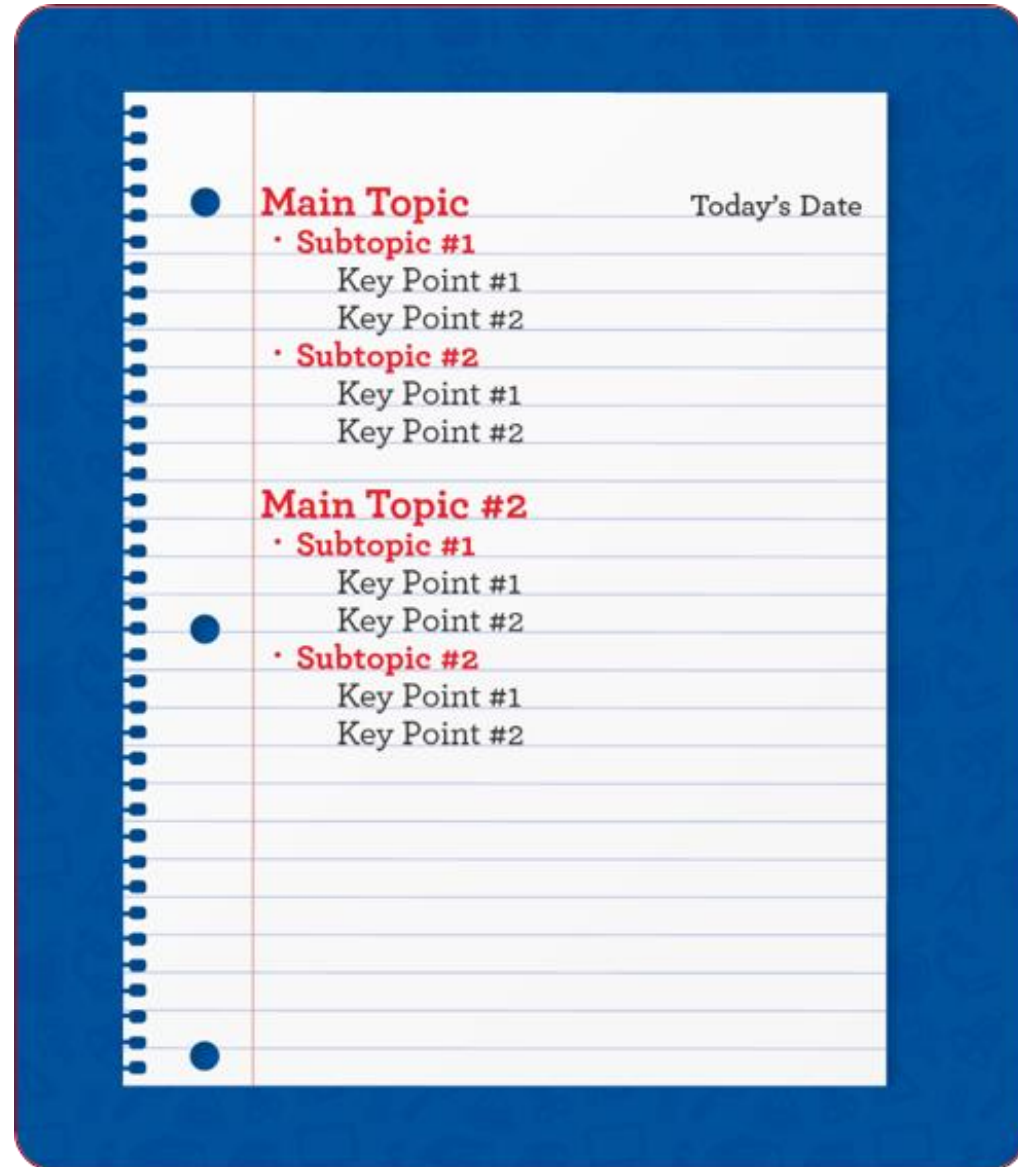


Leave enough room to go back and add details for additional information.



Leaving space is the easiest way to condense and synthesize your notes

Rough Outline Method Example



Cornell Method



Method to organize your notes, making reviewing easier and more effective.



Divide your page in two columns:

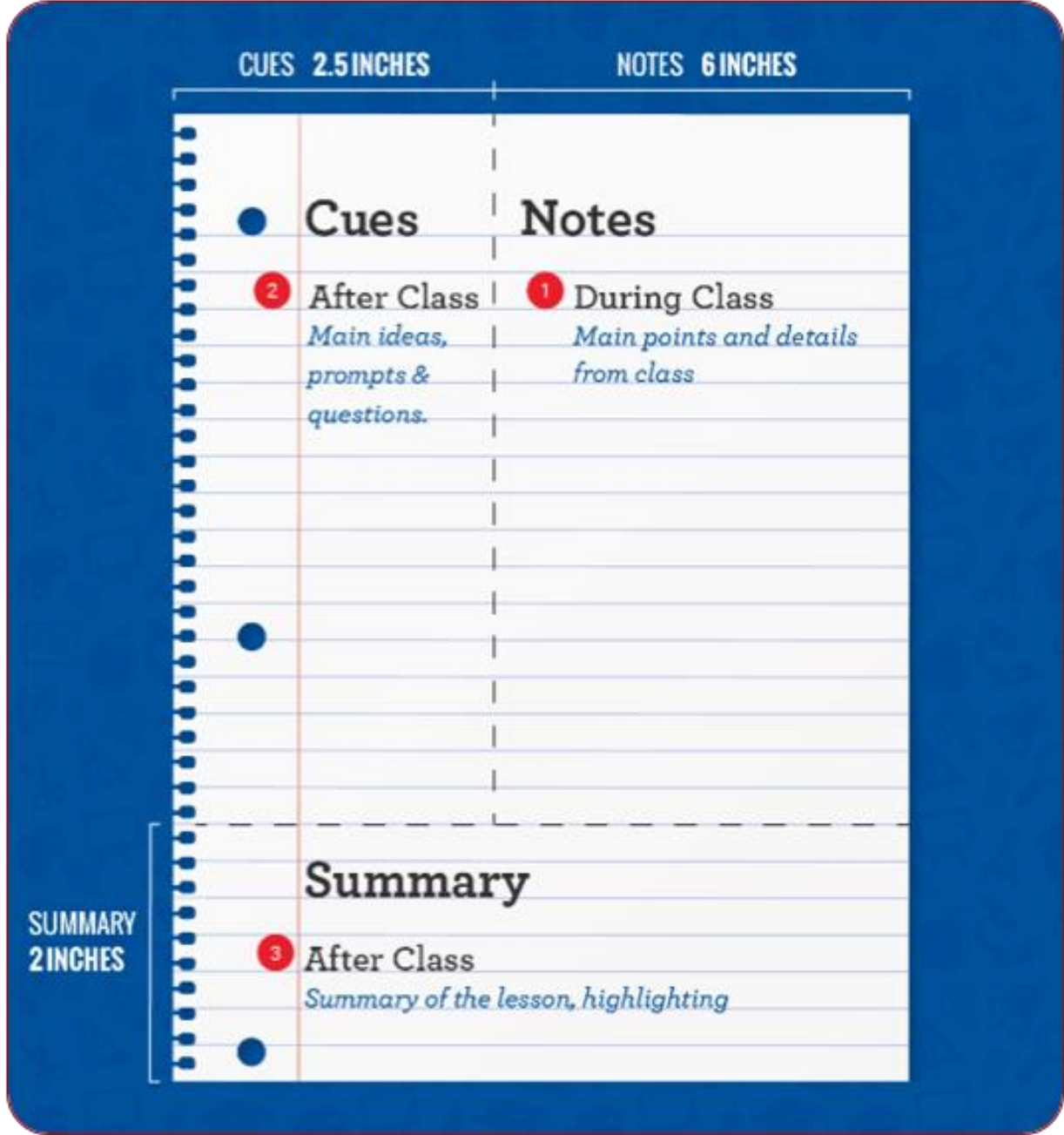
The left-hand column will be labeled "Keywords" - which you can review and condense, after the lecture. Keywords can include key concepts, questions, or main points.

The right-hand column "Notes" to write in during lecture



The bottom of the page can be labeled as "Summary" which can be used as a study guide.

Cornell Method Example



Practice Activity: The Cornell Method



Use this URL or continue the presentation to watch a short (5 min) lesson:

<https://www.youtube.com/watch?v=FsMWbVrjucg>



As you watch, take notes using the Cornell Method

See "Resources and Links" for templates and apps you can use—or feel free to take handwritten notes on a sheet of paper.



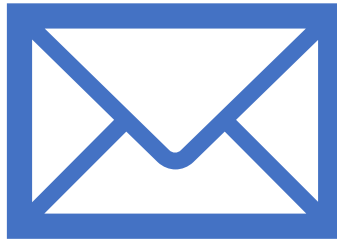
Please send your practice notes to

DRC@northeastern.edu

Email subject: "Practice Notes for Note-Taking Workshop"

It's okay if they're not perfect!

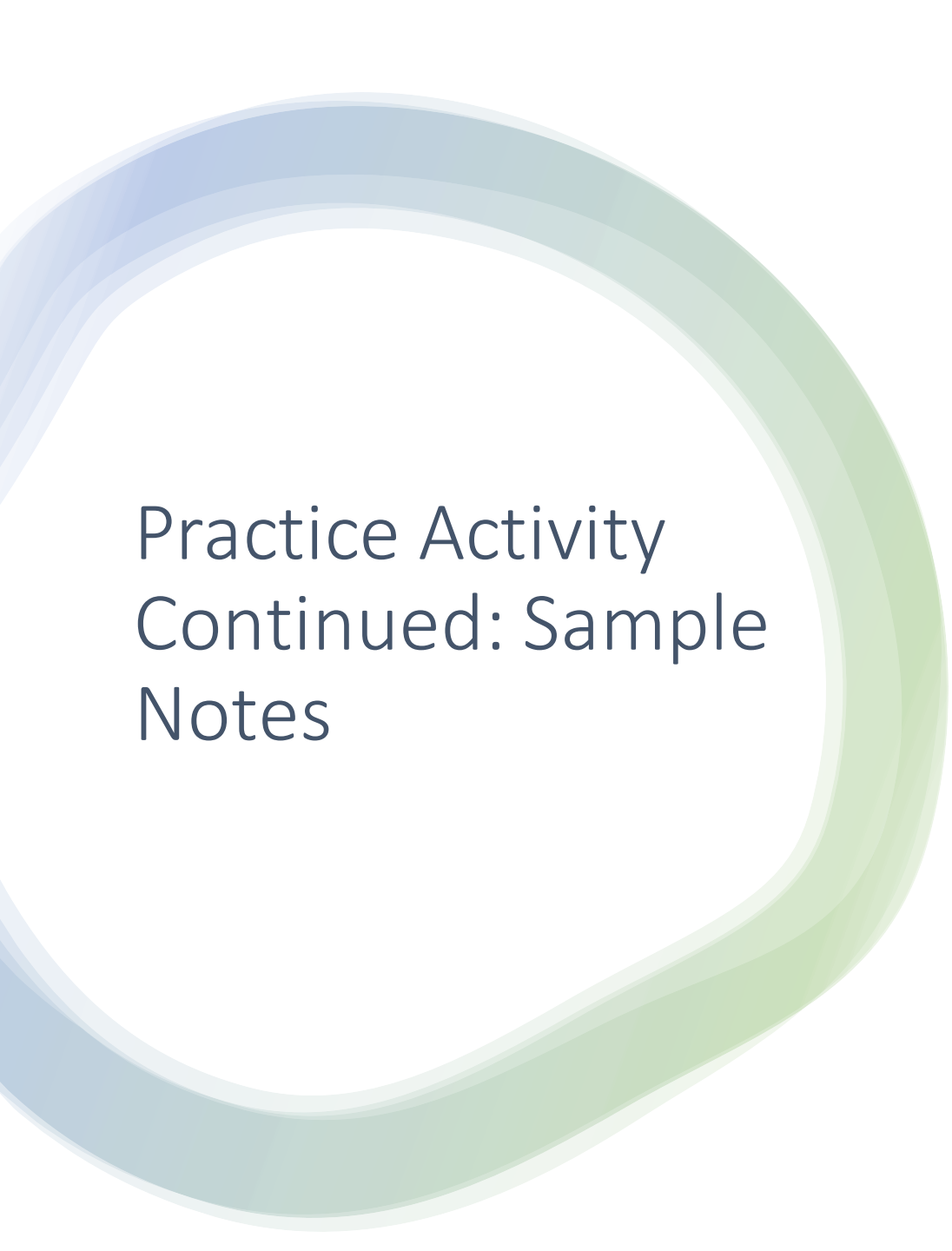
Practice Activity: The Cornell Method



As a reminder, please send your practice notes to

DRC@northeastern.edu

Email subject: "Practice Notes for Note-Taking Workshop"



Practice Activity Continued: Sample Notes

Compare your practice notes with the sample notes included on our resources page.

Your notes will not look exactly like the sample, and that's okay!

The value in using the Cornell Method:

- Opportunity to engage with the course content and take an active (rather than passive) approach to note-taking
 - Prompts the note-taker to identify and summarize key points after lecture
- Notes help to visually organize the main points of a lecture/ reading
- Notes can serve as a study guide to help prepare for an exam

Additional Tips/ Resources



Purchase notebooks that have the note-taking strategy built into the pages, such as the Cornell Method.



Create a Word Document Template with the page set up of the note taking strategy you like to use for a specific class

Summary

Completed a note taking survey

Reviewed the purpose of this training

Received new strategies and approaches to note taking

Practiced utilizing the Cornell Method

Reviewed additional tips and resources to develop note taking skills