



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



Pay attention



Look at who is
talking



Do not talk

ACTIVE LISTENING



Ask questions



Follow
directions



Visualise what
is being said

@rly1981

SIGNS 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



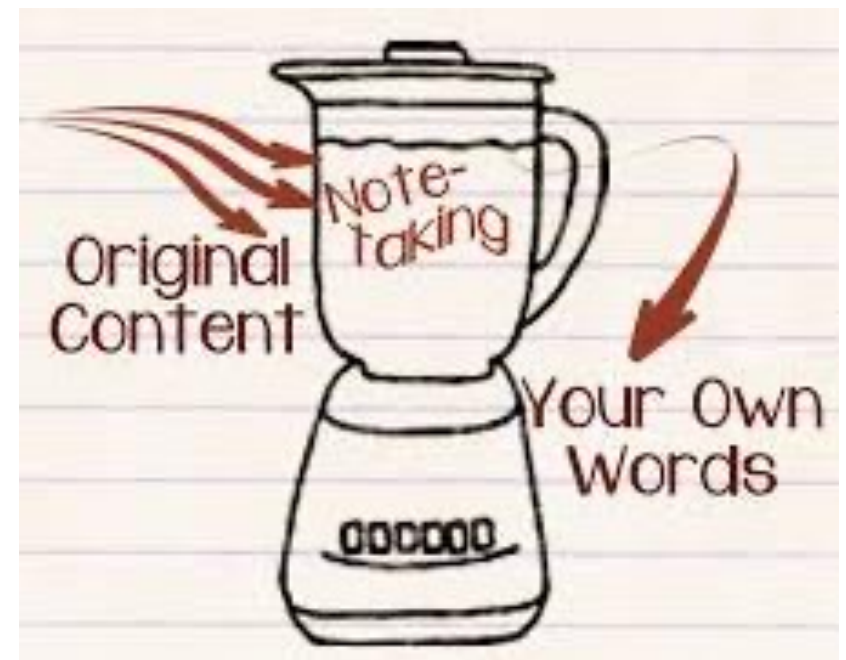
EFFECTIVE NOTE-TAKING

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

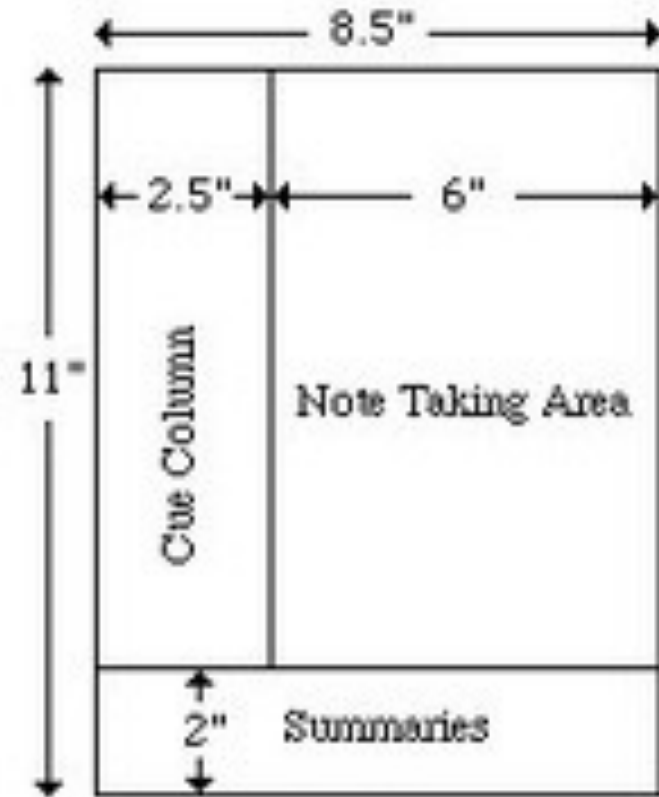
AFTER THE LECTURE

- 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

CORNELL METHOD

The diagram illustrates a Cornell Method note-taking page. It features a vertical line on the left side, creating a narrow column for questions and a larger column for notes. At the top right, there is a section for personal information. The main content is organized into sections with underlined titles and bulleted lists. At the bottom, there is a summary section. Arrows from the left point to the 'Essential Question', 'Questions', and 'Summary' sections. Arrows from the right point to the 'Heading' and 'Notes' sections.

	Name Course name Period Date	
Essential Question	How Can I be Successful in Class?	
Why should I ask questions?	<u>Ask Questions</u> <ul style="list-style-type: none">- Keeps you engaged in lesson- Teacher views you as good student	
Where should I sit?	<u>Sit up Front</u> <ul style="list-style-type: none">- Keeps you focused	
Why should I take notes?	<u>Take Notes</u> <ul style="list-style-type: none">- Keeps you engaged in lesson- Have something to study	Notes
What kind of help can I get?	<u>Get Help When Needed</u> <ul style="list-style-type: none">- Ask teacher- After school tutoring- Tutorials	
Summary	<u>Summary</u> <p>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.</p>	

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

Heading:

Make sure that your notes are well categorized and organized.

1. Main Topic

a. Sub Topics

- Points under the subtopic
- More Points
- Yet More

Use indentation to keep things clear.

b. Sub Topic 2

Outline Method

2. Another Main Topic

a. With one Sub Topic

3. ETC

Develop your own system and stick to it.

OUTLINE METHOD

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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SOURCES

"Classes: Notetaking, Listening, Participation." Taking Lecture and Class Notes. N.p., n.d. Web. 11 July 2016.

Marks-Beale, Abby. "6." Success Skills: Strategies for Study and Lifelong Learning. Mason, OH: Thomson South-Western, 2007.

McWhorter, Kathleen T. "5." College Reading and Study Skills. Boston: Little, Brown, 1980.