Notetaking Strategies

Overview of Note Taking:
• Successful notetaking requires practice. Your approach may vary depending on the courses you take and your own personal preferences.
• The follow strategies are different methods that you can use to take notes for class.

The Cornell Method
• The Cornell Method allows you to outline the major themes or subject headings on the left side of your paper, and the details on the right side of your paper.
• By creating this chart, you will have list of your course’s important topics and what they mean.
• This method allows you to fill in any gaps, and ask clarifying questions.
• It is also encouraged to write a summary of your notes from each page, and a summary of what you learned in class to help you review.
• This method is simple and efficient it allows you to pick out main ideas and have a clear outline for your studying.

The Outlining Method
• The Outlining Method allows you to put more structure into your class notes.
• When using this strategy consider using upper case roman numerals to outline the key concepts covered in class.
• Use lower case roman numerals and lower-case letters to outline the details about the key concepts. These could be definitions, examples, or other supporting information that will help you better understand what was covered in class.
• Outlining can help you keep your notes more organized, record how course content is connected to other topics, and it reduces the need to edit your notes because it already points out the key concepts.

Reference: Academic Success and Disability Services University of Redlands
The Charting Method

- The charting method allows you to be more specific with your note taking and focus on the details.
- In this method you can select headings or key concepts for the top of your chart and then fill in details about those topics in the columns below.
- This method allows your information to be organized in a way that is simple to study.
- This is a great way to create an overview of concepts for yourself that you can easily refer to on one piece of paper.

The Mapping Method

- This note taking strategy allows you to connect concepts that relate to each other.
- This strategy can also help you visualize the lecture because it is a more visual way to record ideas.
- Consider using this strategy when you are trying to visualize what ideas interconnect in your classes and what ideas are not related to each other at all.

The Sentence Method

- This method allows you to write every thought or idea as separate sentences.
- Consider using this method instead of writing paragraphs that may be hard to read or understand.
- It may be helpful to underline or highlight the main points of your sentences so you can emphasize key concepts or ideas.