How to note-take

Strategies to improve your understanding and memory of information
Why note-take?

You are more likely to:
➔ remember information
➔ understand what you read
➔ stay focused
➔ know what to include in your assignment

You are less likely to
➔ plagiarise, since you are recording what you read in your own words
Effective Note-taking means:

- Thinking about what you want to get out of your reading before you start
- Looking for answers to any questions you may have about the topic
- Looking out for main ideas of the text
- Writing notes mostly in your own words - your own explanation of what something says or means
Common note-taking methods

- Cornell
- Mindmapping
- Outlining
Cornell Method

This format is often suggested to students who need to produce summaries of key ideas.

It is particularly useful for taking notes from lectures.

It ensures that you actively engage with the material, and aids recall.
<table>
<thead>
<tr>
<th>Cues, Keywords, Questions, Main Ideas</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Inches</td>
<td>6 Inches</td>
</tr>
<tr>
<td>Key thoughts, ideas, and info</td>
<td></td>
</tr>
<tr>
<td>Important dates/people/places</td>
<td></td>
</tr>
<tr>
<td>Repeated or emphasized info</td>
<td></td>
</tr>
<tr>
<td>Outlines of information structure</td>
<td></td>
</tr>
<tr>
<td>Diagrams or Pictures</td>
<td></td>
</tr>
<tr>
<td>Formulas</td>
<td></td>
</tr>
</tbody>
</table>

and § 2
Example

Cornell Two-Column Notes

Keywords:  | Notes:
---|---
Types of Matter

Solids

1. Solids
   A. Have a definite shape
   B. Have a definite volume

Liquids

II. Liquids
   A. Do not have a definite shape
   B. Have a definite volume

Gases

III. Gases
   A. Do not have a definite shape
   B. Do not have a definite volume

Summary:

(Insert summary of lecture after class.)
Outline Method

- Main topic
  - Sub topic
    - Detailed points
    - Detailed points
  - Sub topic
    - Detailed points
- Second Main topic
  - Sub topic

Useful for structuring your report or essay
Example

Underwater Cameras

1. Regular Cameras
   a. Special housing necessary

2. Amphibious
   a. Snapshot models
   b. Nikonos
Mind-mapping

This format allows you to see the **connections** and **relationships** of an idea.

It enables you to see the “**big picture**” of an idea.

Useful for reviewing or **summarising** information.
Mind-mapping
Example
References