

CUES

(reduce & recall)

-----AIM-----
reduce notes to
essential ideas to
practice recall

WRITE SOON
AFTER CLASS

Step 1.

Review NOTES
column + pull out:

- key words
- key concepts
- authors
- dates
- facts

Step 2.

Formulate questions
based on your
NOTES e.g. what
are Pascale's 4 principles
of complexity theory?

Step 3.

Write these over
and questions in this
column alongside
the corresponding
NOTES

DATE

MODULE/CLASS

TOPIC

NOTES (record)

-----AIM-----
record as many key points as possible
[TAKE DURING CLASS]

What do I write here?

- key words and ideas
- important dates / people / places
- diagrams / charts
- formulas
- examples / case studies
- critique - strengths / limitations

Top tips

- use bullet points instead of full sentences
- use symbols and abbreviations
- leave a line between ideas
- don't mindlessly copy from the slides or textbook - write in your own words where possible
- use a method that works for you. Take notes in a format that you understand so you can make sense of them later.

SUMMARY (reflect & review)

-----AIM-----
Review the main ideas + reflect on
their importance

-----[WRITTEN AFTER CLASS]-----

Briefly summarise the main points
from your notes. This section is useful
when searching for info later.

-----THINK ABOUT-----
why is this info important?
what conclusions can
I draw?

Class Note Taking Study Guide

Lissa A. Power-deFur, Fred P. Orelove

Class Note Taking Study Guide:

Note Taking Skills For Everyone Vernon Macdonald,2014-05-12 Learn How To Maximize Your Grades With Effective Note Taking Skills All top students are superior note takers Read this guide to become one of them If you want to be the best student you can be and get the grades you deserve you must learn effective note taking skills Whether you are gathering information from a lecture presentation or textbook the very act of recording it through note taking forces your mind to work and absorb the material In fact in a study done by Michael Howe it was found that a student was seven times more likely to recall the information being taught if they took notes The problem though is that most students never learn effective note taking skills in school If you feel this applies to you this simple guide to note taking is for you Within its pages you will find simple and straightforward lessons that will allow you to master this skill in no time The benefits you can expect by doing this include You will learn what notes to take to succeed Learn how to keep up with the teacher in order to maximize your learning You will learn how to engage in the note taking process in an active and productive manner When you learn to become a better note taker you will become a better student and you will maximize your learning Note Taking Skills For Everyone will help you do this and more Read this book and unleash your true potential today

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How To Take Good Notes Angelos Georgakis,2017-06-25 Why would I need a book on how to take notes Notes are just notes FALSE Scientists have found that note taking can be as mentally demanding as playing chess can be for an expert While you take notes you listen carefully to the lecturer you process the new material you organize it in your working memory and you finally write down what you think is most important All this happens while someone is talking at an average speed of three words per second and someone is writing down at an average speed of one third of a word per second It doesn't sound easy

now does it Notes are an important tool for learning We don t take notes just to record a few facts so we can review them later Learning happens as we take notes Taking notes the right way leads to good study practices better performance on exams and long term retention of information Note taking comes naturally FALSE Note taking is not obvious or intuitive Research has shown that students fail to capture 40% of the main points in a typical lecture First year students capture only 11% In some studies even the best note takers seem to record less than 75% of the important information People think they take good notes until they re told they don t Few of us have consciously thought about how we take notes let alone how to improve the quality of them We often reproduce the lecturer s phrases verbatim We don t save time by systematic use of abbreviations We fail to become a good psychologist of our lecturer We fail to pick up his enthusiasm We fail to interpret the tone of his voice We fail to read his body language And the result is that we fail to take good notes Anyway no one taught me how to take notes in school or in college TRUE Educators believe that students are able to assess the quality of their notes and follow good practices However studies have shown the exact opposite The fact that there isn t a course in college dedicated to the art of taking notes or learning in general makes students believe that this is a natural skill that they can perfect with practice over the course of their studies At the end of the day everyone has their own way to take notes TRUE In this book you may be surprised to learn that I don t make any references to different types of note taking systems like those that other books do The reason is that it s the practices behind the note taking that matter most For example you should not copy the lecturer s phrases word for word but generate the main points in your own words And you should leave space on your notes for adding comments and testing yourself later I encourage students to use the Cornell note taking system because it utilizes most of the principles of effective note taking No matter which note taking system you decide to follow the cognitive effort you will have to expend is equally high Note taking may not be rocket science but it s definitely science cognitive science And cognitive science has produced a lot of useful insights that we can use now to take better notes This book presents these insights in simple words so you can make the most of your notes and use them to study effectively The title of this book is How to take good notes However note taking is just one part of the picture Note taking is much broader in the context of this book We take notes so we can interact with them later What matters most is what we do with our notes after we finish taking them Notes can do so many good things for you They hold all your learning efforts Treat them well Look after them

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