



# EFFECTIVE NOTE TAKING TIPS FOR CLASS AND READINGS

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# Why take notes?

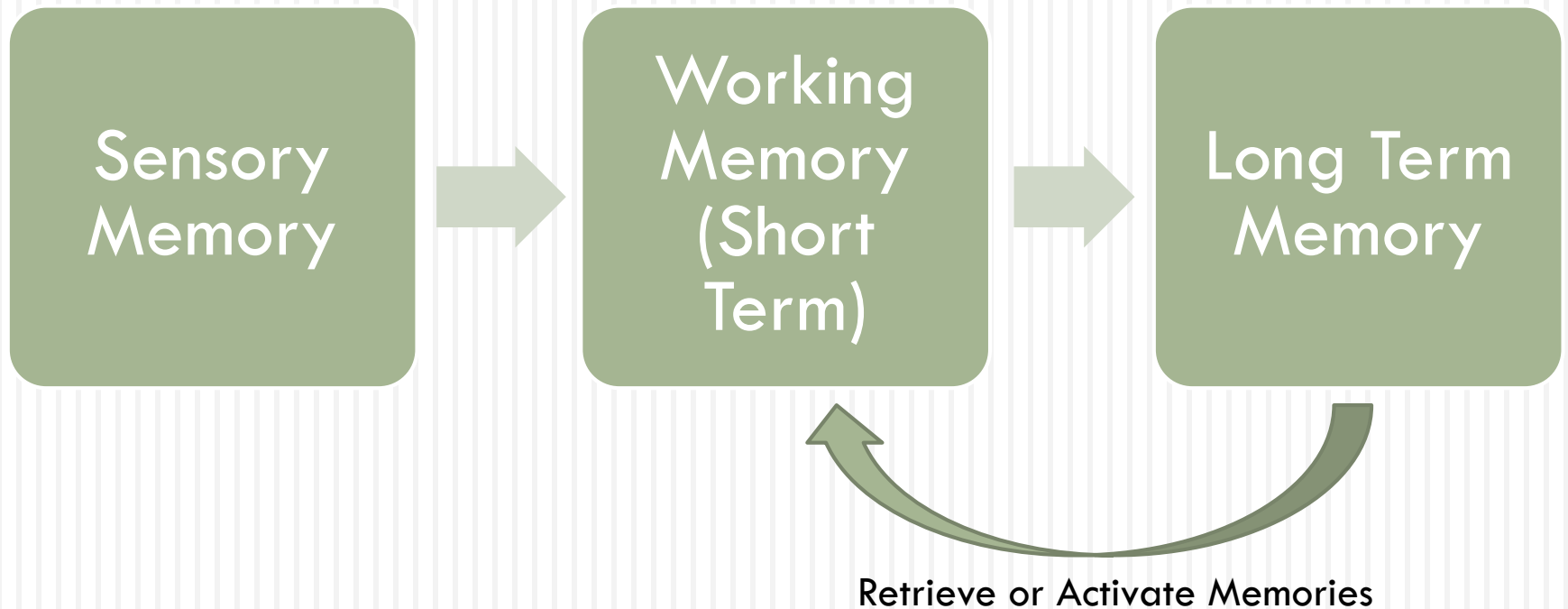
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To remember what was said or read

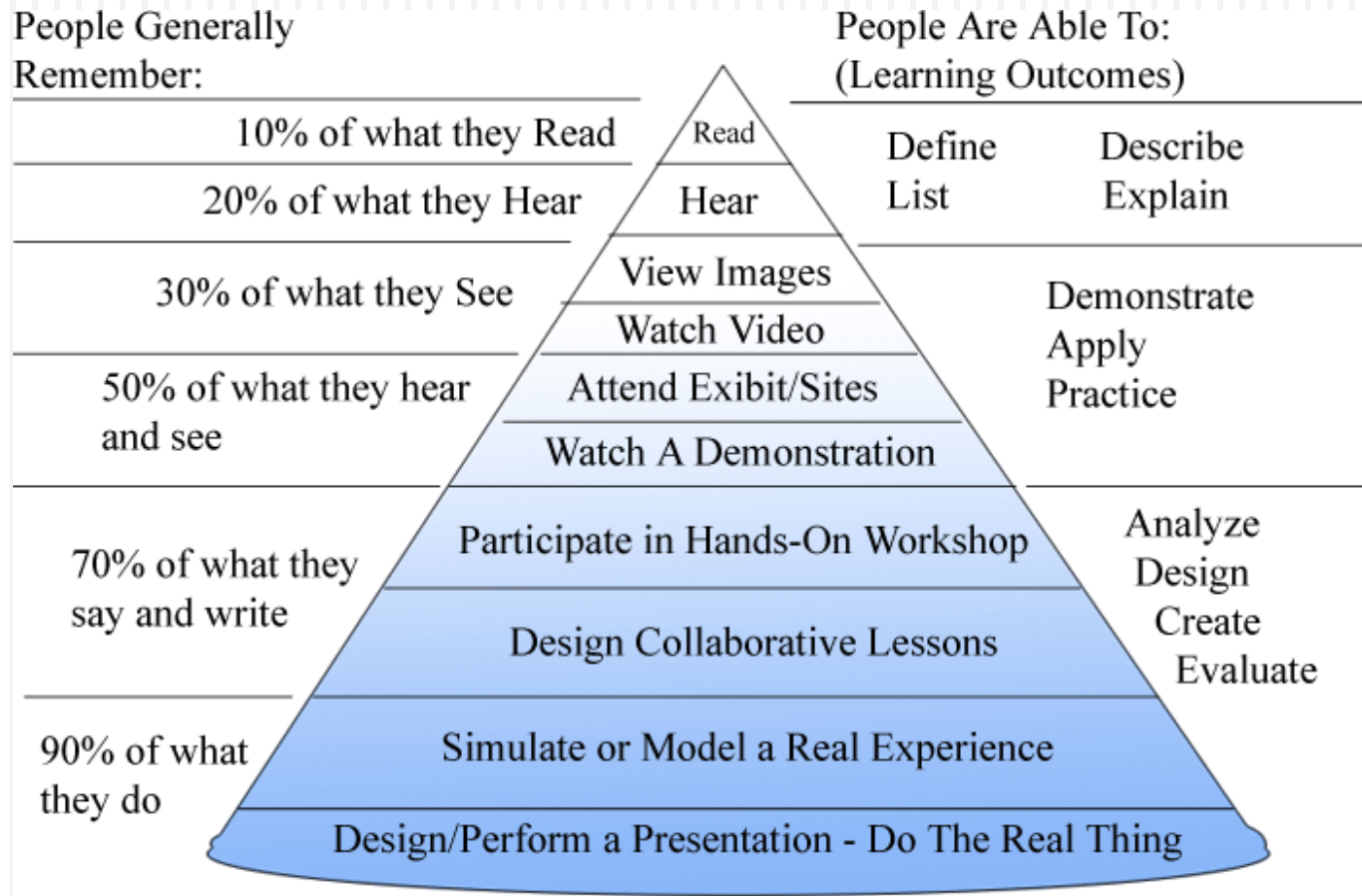
To increase an understanding of key concepts

To keep the paper and pen companies in business

# How Memory Works



# How Memory Works



Dale's Cone of Experience

# Tips for Note Taking

- **Before Class**
- **During Class**
- **After Class**
- **Review**
- **Reading Textbooks**

# Before Class

- Take care of personal well being
- Complete out of class assignments
- Bring the right materials
- Warm up
- Sit front and centre
- Intend to listen

# During Class



- Tune in!
  - Be with the lecturer
  - Try not to be judgmental
  - Laptops are not the best!
  - Use a **note taking system**

# Note Taking Systems



## □ Linear

### Hemispheric dominance

Inclusiveness - increasingly important. Stds. process information in different ways - r/L hemisph.

Prashnig - right - fantasy / random / intuitive / holistic  
- left - logical / sequential / analytical / objective

Study environment (Prashnig) - right = easily distracted  
left = traditional / well lit room.

Integration = important element - makes it easier to adjust

NLP - we use both sides of the brain instinctively in language processing, e.g. syntactic ambiguity.

Tests for hemispheric dominance → dominance inventory  
→ visual / optical tests  
→ chevrons in shape

Implications:

- (a) Traditional methods do not suit all children.
- (b) Need more use of computers, fantasy and visualisation; also humour.
- (c) Alterations in processes of assessment to suit all learning styles.  
+ Multiple intelligences.



# Note Taking Systems



## □ Outline

### Body Language and Oral Presentations Traditional Format

#### I. BODY LANGUAGE (conveys your state of mind)

##### A. Movement

1. Strive for natural movement.
2. Control distracting mannerisms. (pacing, pen clicking)
3. Develop natural style
  - (a) Move forward to stress points.
  - (b) Step back and focus attention on screen.
4. Hold objects so audience can see them. (Never pass them around)
5. Avoid excessive and uncontrolled movement.

##### B. Facial Expressions

1. Smile.
2. Appear relaxed and friendly.

##### C. Gestures

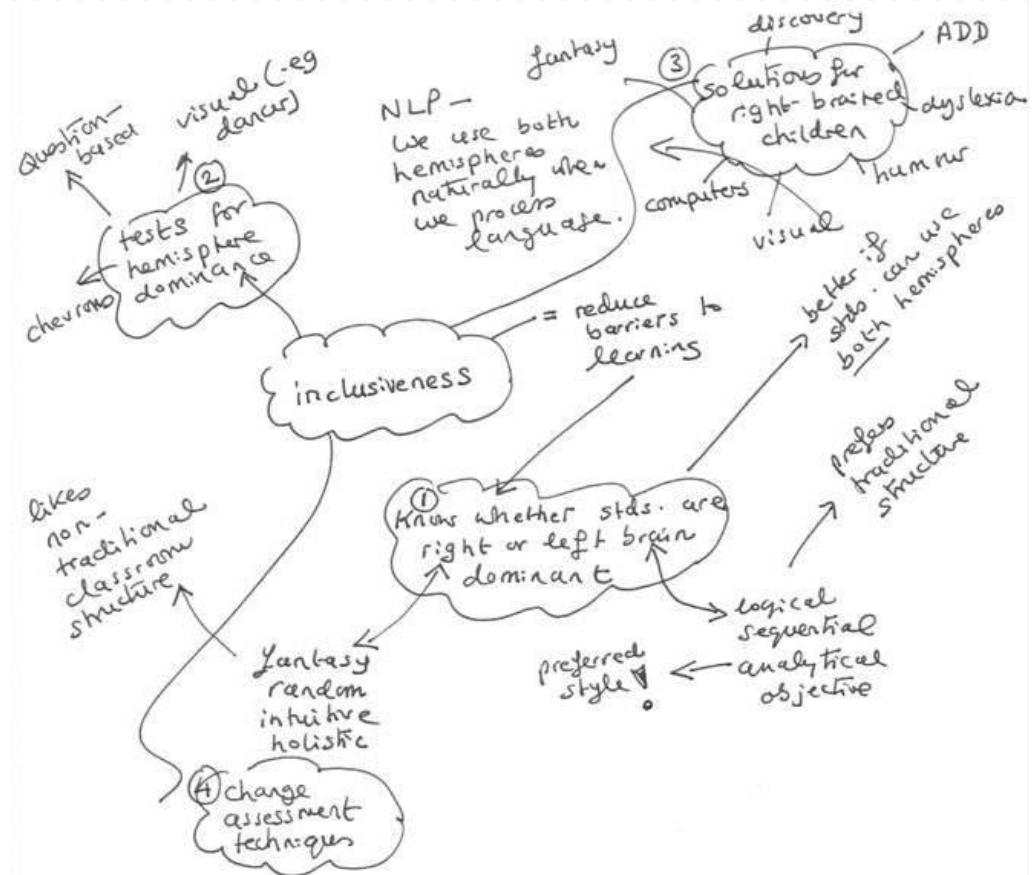
1. Use natural gestures to emphasize what you're saying.
2. Integrate and coordinate gestures with text.
3. Examples
  - (a) number of fingers = number discussed.
  - (b) sizes, shapes - tall, short
4. Use gestures to help pace yourself.
5. Use gestures based on audience size.

##### D. Posture

1. Practice good posture.
2. Don't prop up against wall or desk.
3. Don't sit unless it's part of presentation.

# Note Taking Systems

## □ Mapping



# Note Taking Systems



## □ The Matrix

	Mercantilist	Smith	Marx	Keynes
Price Theory				
Int'l Trade				
Monetary Theory				
Distribution				
Population Size and Growth				
Food Pricing				

# Note Taking Systems



## □ Cornell Note Taking Method

<p>○</p> <p><b>KEY POINTS AND THEMES</b></p> <p>○</p>	<p>Leah January 6, 2009 Science</p> <p><b>NOTES</b></p>
<p>○</p> <p><b>THIS IS WHERE YOU PUT INFORMATION TO REVIEW AFTER CLASS</b></p>	

# After Class

- Review your notes!
  - Within 24 hours – Cornell System, key words, summary
  - Edit your notes
  - Find a partner for review
- Review your notes weekly
  - 20 minutes per class

# Reading Textbooks SQ3R

- **Step 1 – Survey**  
3-5 minutes scanning the reading
- **Step 2 – Question**  
What am I supposed to get out of this?
- **Step 3 – Read**  
Keep in mind the purpose, relationships between concepts
- **Step 4 – Recite**  
Summarize in your own words – use a **note taking strategy**
- **Step 5 – Review**  
Actively, weekly

# Conclusion

- Be prepared – Be Organized
- Find a note-taking system that works
- Fit it within Cornell System
- Review within 24 hours
- Review Weekly