

# Note Taking Methods

Cornell Method

Mind Maps

Outlines

# Cornell Method of Note Taking

- On each page of notes, draw a vertical line 1.5" from the left edge of the paper. In the left hand column, write key words, clues and sample questions.
- In the right hand column, write out processes, concepts, definitions...

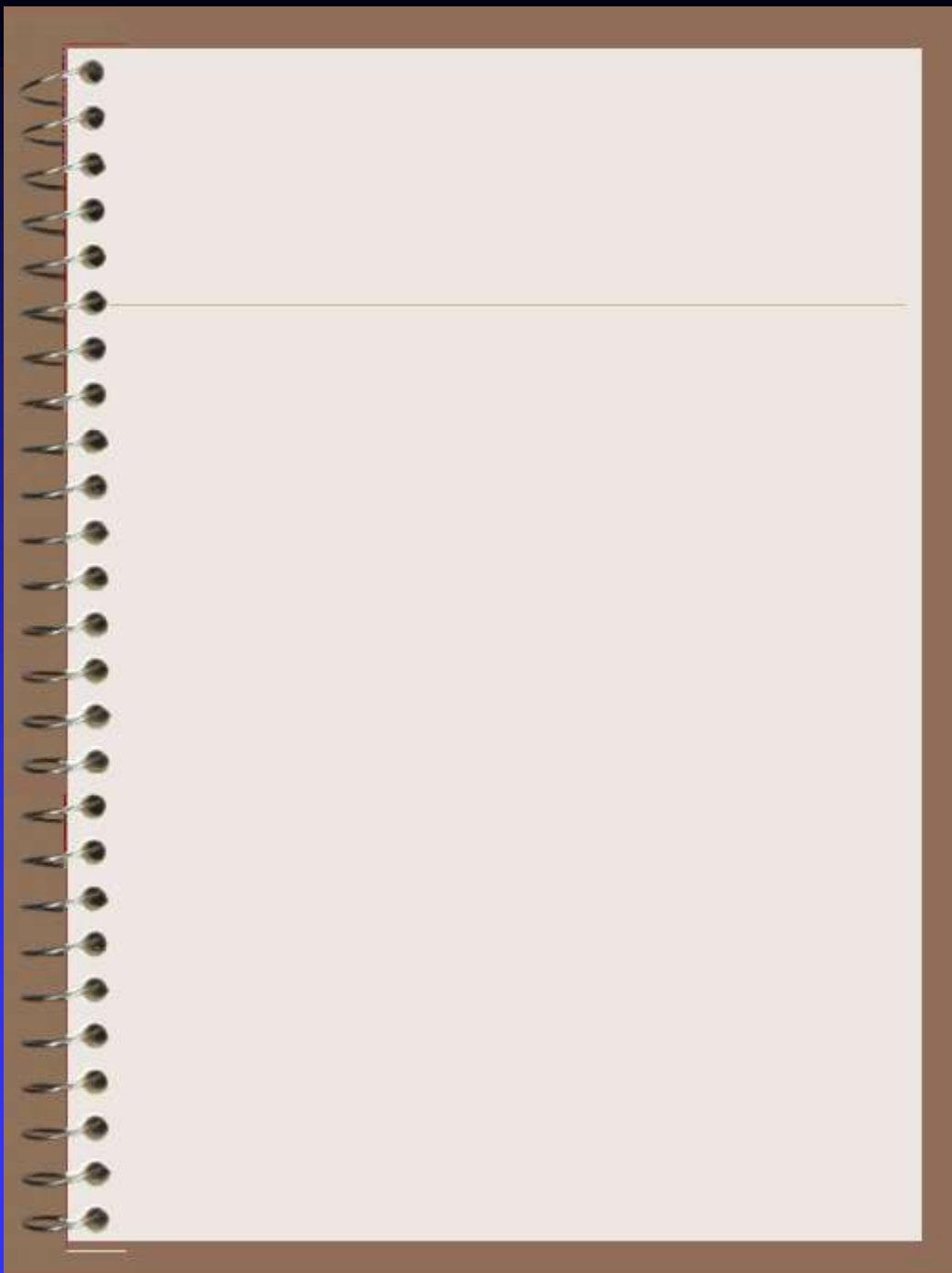
# CORNELL METHOD OF NOTE TAKING

Recall Column

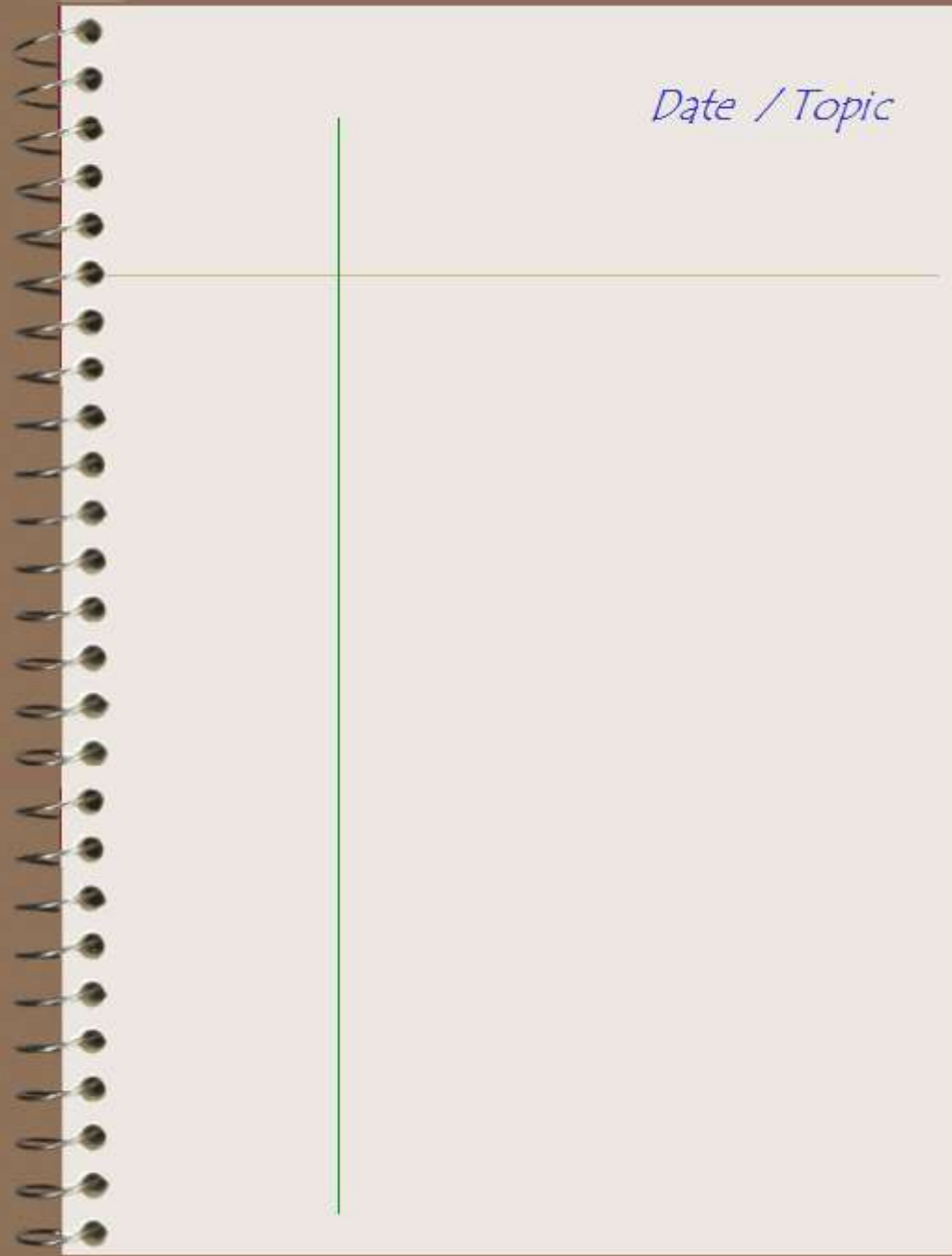
Notes Column

# Cornell Notes

- 1. Divide the paper vertically by drawing a line from top to bottom about 2" from the left side of the page.**
- 2. Write on one side of page only. Write student name, course, date & page number at top of each page.**
- 3. During REVISION, record the main ideas & concepts on the right side of the page (notes column).**



*Date / Topic*



Date / Topic

## 4 Main Causes of C.W.

### 1- Econ concerns

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### 2 --- Soc Iss

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Date / Topic

4 Main Causes of C.W.

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2 --- Soc Iss

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Date / Topic

## 4 Main Causes of Civil War

What were the  
Economic  
Concerns?

### 1- Economic concerns

[Redacted]

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[Redacted]

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[Redacted]

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[Redacted]

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What were the  
social issues?

### 2 --- Social Issues

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North

# Benefits of Cornell Notes

- **Your notes are organized**
- **You review your notes every day**
- **You can quickly and easily identify key terms and concepts.**
- **Your notes become a study guide to help you prepare for the exam.**

- Try the Cornell Method of taking notes for a few weeks and notice the difference!
- You don't have to be a genius to take good notes. All that you need is a good work ethic and consistency.



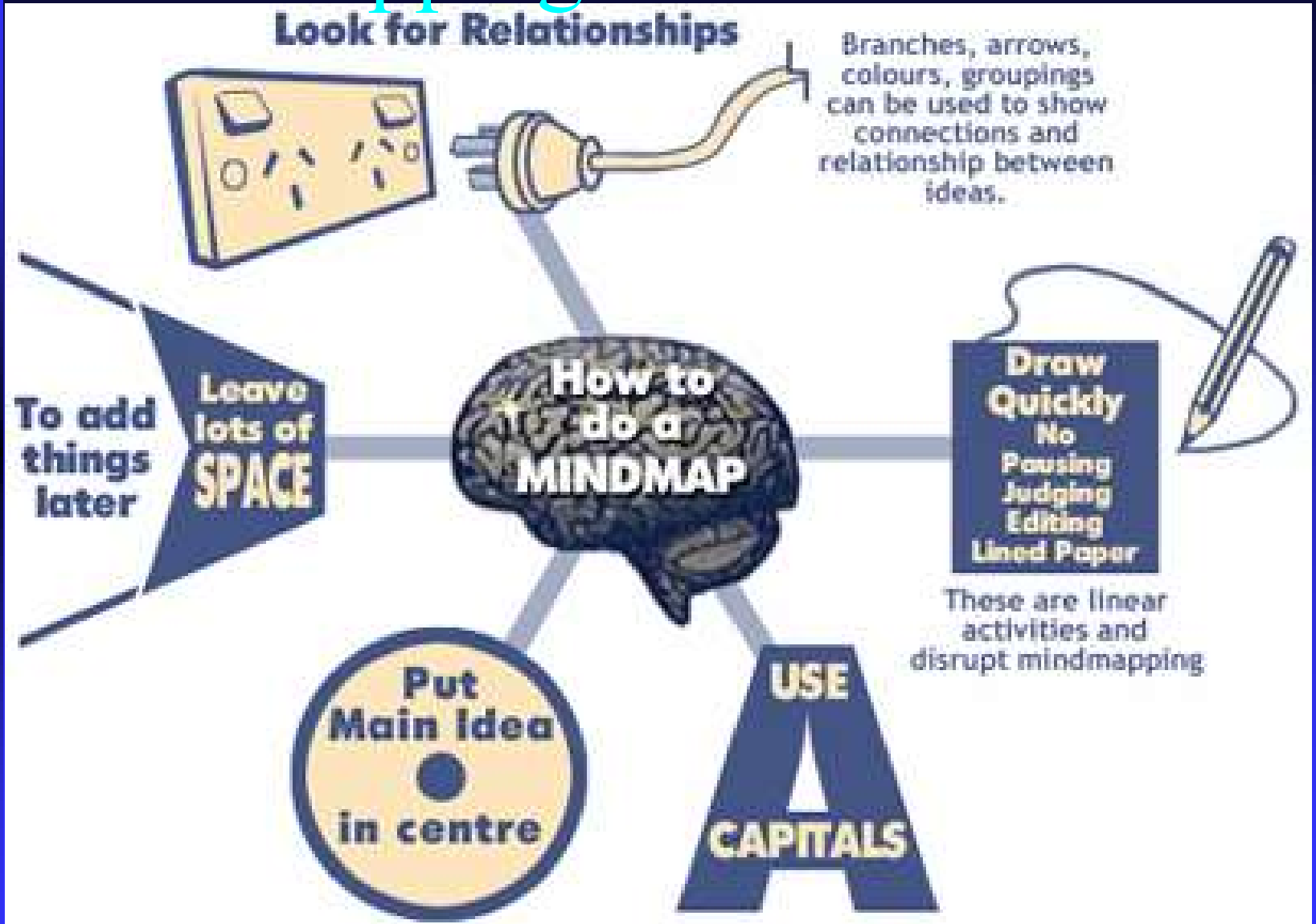
# Mind Map Note Taking

- Similar to traditional outline form—but you use visual links to communicate effectively with both halves of your brain.
- Visual patterns provide a framework for recall.
- Encourages deductive reasoning—moves information from general to specific

# Mind Map Procedures

- Turn your paper around and use the landscape format
- Determine the main concept of the lecture.
- Place the main concept in the middle of the paper and circle it.
- Record concepts that relate to the main concept on lines that radiate from the central concept.

# Mind Mapping



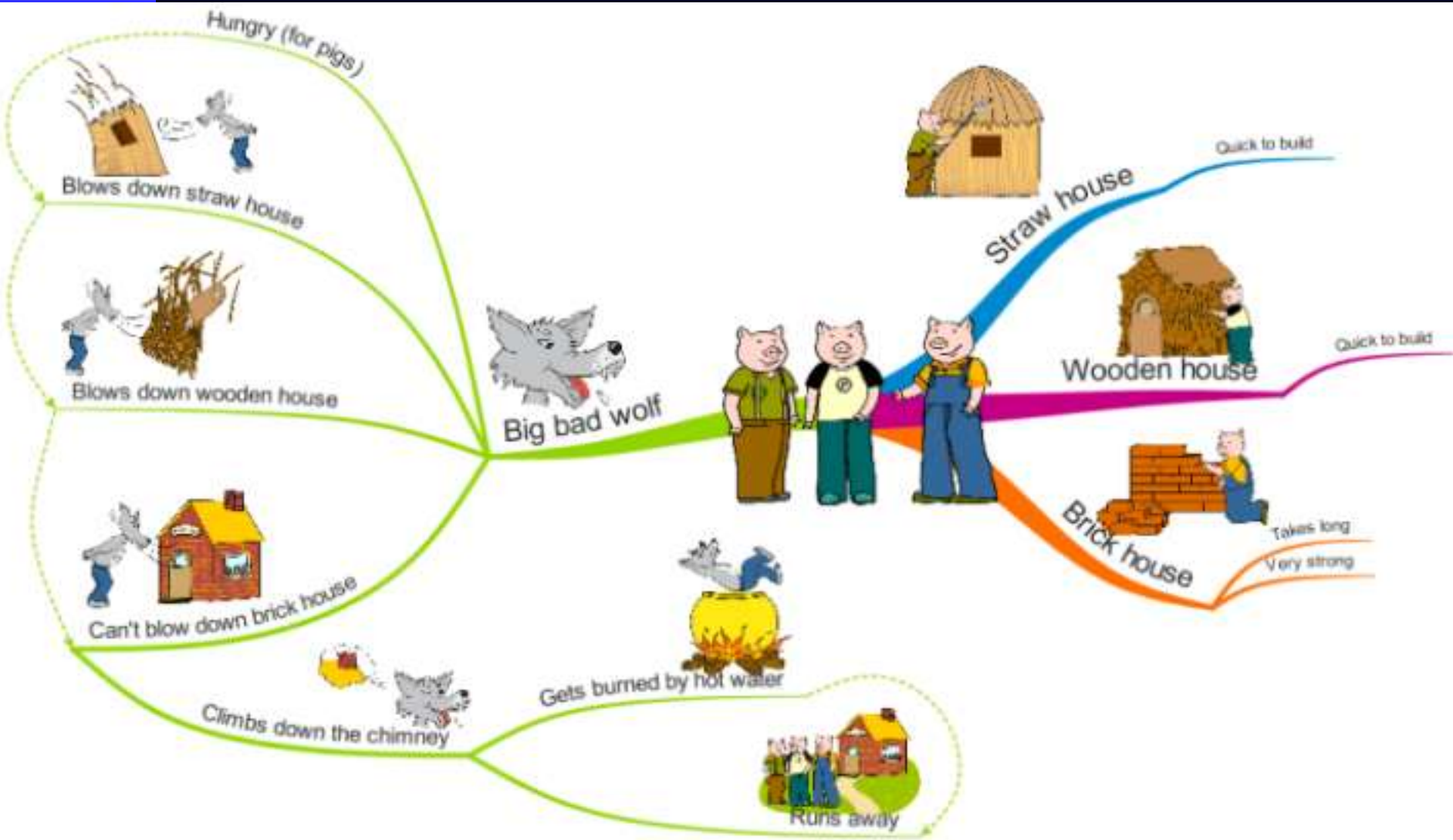
# Mind Map Procedures

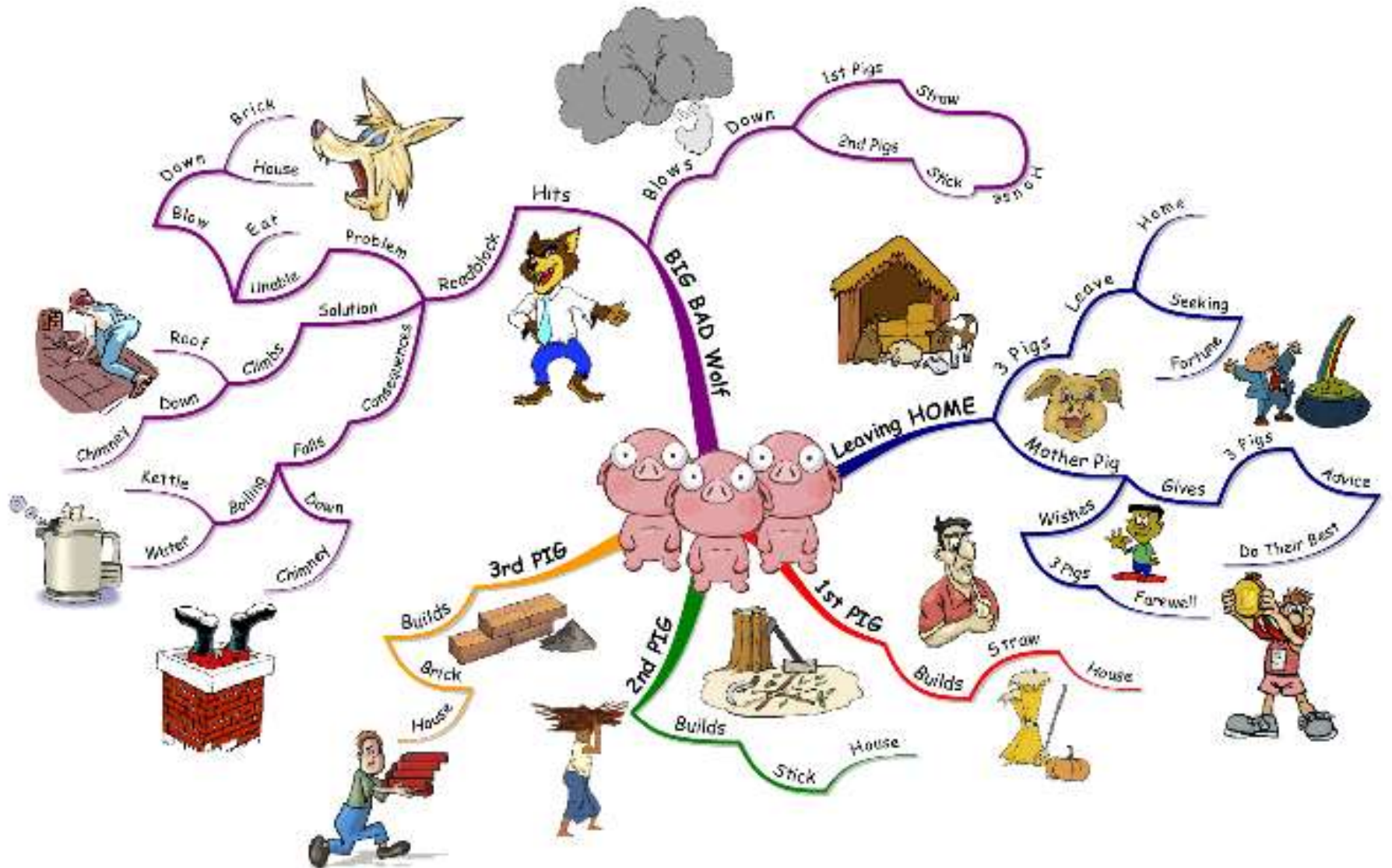
- Use key words only.
  - ◆ Aim for one word.
  - ◆ Key words are usually nouns and verbs that convey the information
- Use shorthand or abbreviations, or symbols
- Use color to organize your mind map
- Add images and symbols

# Mind Map Procedures

- Mind maps serve as great review tools
  - ◆ Help in recreation of the information
  - ◆ Help in recall
  - ◆ Move information into long term memory







# Outline Form of Note Taking

- Illustrates major points and supporting ideas
- Main advantage – helps occupy your attention
  - ◆ Note taking becomes more than recording ideas
  - ◆ Information is organized for future review

# Paragraph Form of Note Taking

- Use when writing information that is too difficult to outline
- Limit the use of complete sentences...reserve them for precise definitions and important details
- Leave spaces when the lecture moves to another point
- During your review, put notes into an outline

# Note Taking Techniques

## ■ Use key words

Use terminology appropriate to the discipline  
i.e. technical terms, numbers, equations, words of degree (more, least, faster)

Key words trigger your memory, making them powerful review tools

A few key words can form a chain from which you can recall an entire lecture

# Note Taking Techniques

- Use pictures and diagrams

  - Make visual relationships

  - Copy all diagrams from the book

  - Create your own diagrams

# Note Taking Techniques

- Label, number, date, all notes

## Use standard abbreviations

Be consistent with your abbreviations

May be helpful to have a symbol key

Avoid vague/ambiguous abbreviations