

## Taking Lecture Notes



## the question box

Why it is important to take class notes when the teacher is talking?

### A simple answer

- You need to take lecture notes because you don't have to rely on your memory.

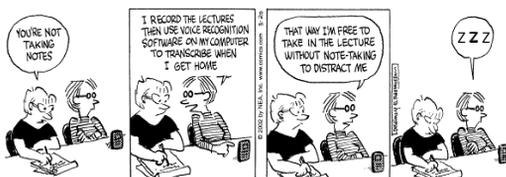


### Study shows

- Students who took class notes and later reviewed their notes, they remembered class materials more even after six weeks.

### Study shows

- Students who do not take lectures notes, they forget 80% of the lecture information within 2 weeks.



### You may be a great listener

- But unless you write it down, the possibility of forgetting the content is sky-high.
- So you need to write it down.

Good note takers are few

But you can learn the techniques and be expert on note taking.

## Taking notes is similar to

- ▣ **The Pitcher & The Catcher!**
  - The teacher is the pitcher
  - You are the catcher

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## FIVE

### Useful Techniques of Expert Note Takers

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## 5 Useful Techniques of Expert Note Takers

1. **Come prepared**
  - A. Review previous lecture notes
  - B. Preview the chapter

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## 5 Useful Techniques of Expert Note Takers

1. **Come prepared**
2. **Write important. Write any content that is important, write also any point where you have doubts.**

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# What

Are the important ones to write for the exam?

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## Notice clues from your professor:

- ▣ If the professors says listen carefully, it is very important, write it down
- ▣ If the professor says it twice, write it down.
- ▣ If he says that it will be on the test, write it down.
- ▣ If it is written on the board with importance, write it down.
- ▣ Read body language: If a professor comes to the front row and speaks louder, write it down.
- ▣ Examples can easily become test questions.

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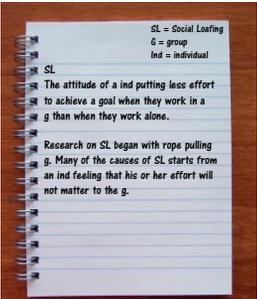
## 5 golden techniques of good note takers

1. Come prepared
2. Write important. Write any content that is important, write also any point where you have doubts.
3. Go on diet in writing. Write words in short form, in abbreviations and symbols. Put list of abbreviations at the top of your note book.

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## Example

Using short form of writing to save time.



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## 5 Useful Techniques of Expert Note Takers

1. Come prepared
2. Write important. Write any content that is important, write also any point where you have doubts.
3. Go on diet in writing. Write words in short form, in abbreviations and symbols. Put list of abbreviations at the top of your note book.
4. Follow note taking method/format  
**For best result, follow # 5**

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## 5 Useful Techniques of Expert Note Takers

1. Come prepared
2. Write important. Write any content that is important, write also any point where you have doubts.
3. Go on diet in writing. Write words in short form, in abbreviations and symbols. Put list of abbreviations at the top of your note book.
4. Follow note taking method/format
5. Review, rewrite, update notes within 24 hours

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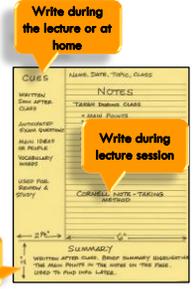
## Five Methods of lecture Notes

1. The Cornell Method
2. The Outline Method
3. The Mapping Method
4. The Charting Method
5. The Sentence Method

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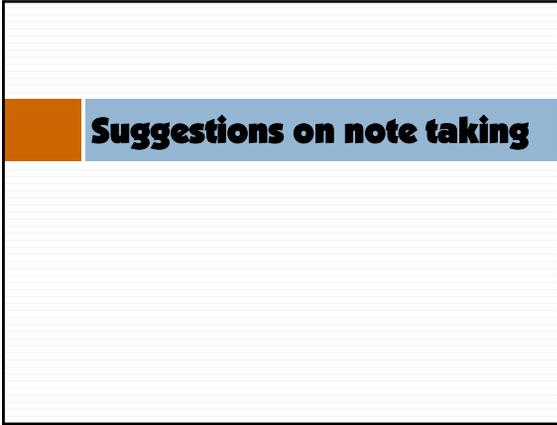
## 1. The Cornell Method

Two column notes with a footer



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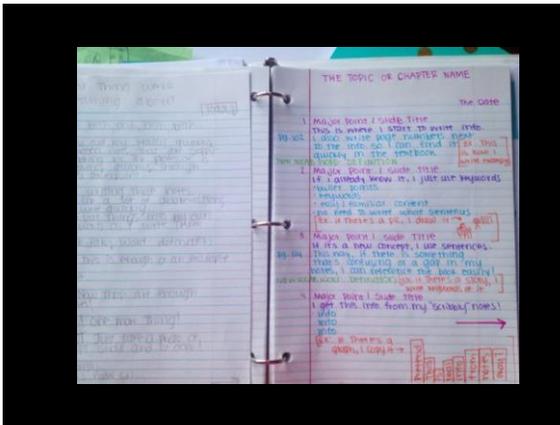
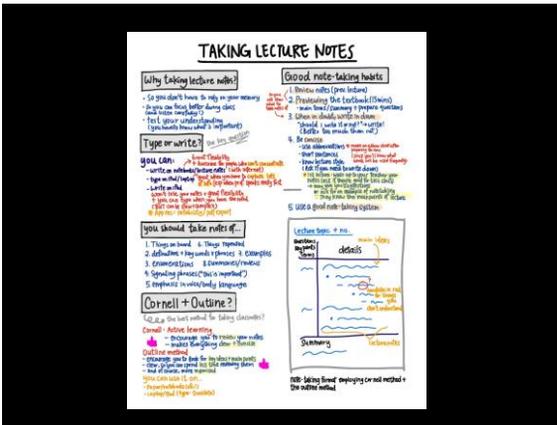




## Suggestions

- ▣ Write the date and title of the lecture at the top of the page.
- ▣ Take notes in different colors .e.g. write important points in red

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## Suggestions

- ▣ Write the date and title of the lecture at the top of the page.
- ▣ Take notes in different colors .e.g. write important points in red
- ▣ Have a specific notebook for every class. Preference for three ring binder/loose leaf
- ▣ Only write on the front side of the paper. I
- ▣ Leave spaces for questions and missing info.
- ▣ Ask questions during and after class.
- ▣ Don't forget to write the important ones for exam

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