

Student Academic Resource Center

 $oxed{\square}$ We teach the tools that are indispensable to learning $oxed{\square}$



NOTE-TAKING: Strategies Summary

IN-CLASS NOTES TIPS

- Why should I take notes during class?
 - o They help you pay attention to the lecture
 - o They help you get a sense of what's important
 - o They go hand-in-hand with textbook readings
- How do I take notes during class?
 - o Write in your own words except: formulas, definitions, facts.
 - ➤ Do not change the meaning when taking notes!
 - Leave room at the margins to summarize your notes or to add ideas
 - Keep your notes in one place (notebook, 3-ring binder, running course document)

HOW TO SPOT MAIN IDEAS

| IN TEXTBOOKS | IN LECTURES |
|---|--|
| Bold Print Italics Underlined Chapter Title Sub-headings Numbered items Lettered items Outline of main ideas and details Graphs, Charts, Diagrams Colored or highlighted words and phrases Chapter summaries Chapter questions | Topics, main ideas and details listed on the board Verbal listing of topics to be covered Repeated information Concepts in lecture AND textbook Instructor speaks slower or faster Topics from handouts Topics the professor spends a lot of time on Questions the instructor asks in class Clue words (first, last, more importantly, in contrast, next, furthermore, the first step) |

INCREASE YOUR SPEED IN WRITING

| Use symbols to replace words | Omit vowels from words |
|--|---|
| equal \Rightarrow =; greater than, more than \Rightarrow > | background → bkgnd ; learn → lrn |
| Use abbreviations instead of whole words | Use numbers and letters to replace syllables |
| for example \rightarrow ex.; department \rightarrow dept | Before \rightarrow b4; fortunate \rightarrow 42n8 |
| Use first syllables instead of whole words | Use a "g" instead of "ing" or "n" instead of "tion" |
| biology → bio ; system → sys | distraction → distractn |
| Use first letters instead of whole words | regulating → regulatg |
| capitalism → C | |
| government → G | ***Only record/write KEYwords*** |

METHODS OF NOTE-TAKING

• The Cornell Method

- o Easy way to gather and organize information
- Helps you recite your notes to prevent forgetting (i.e. self-testing)
- o Another way to organize is using the headings "Lecture Notes" and "Reading Notes"

• The Note Card Method

- o Easy to organize
- o Quick to review
- o Promote self-testing
- o Include visuals and memory devices
- o Put the question or main idea on one side of the card and the answer or details on the other side





• The Outlining Method

- Organizes information to establish relationships between ideas
- O Visually separates main ideas from other main ideas
- Visually separates a main idea from its details
- o Best used while taking notes from textbooks or when recopying class notes
- o It is difficult to do if lecture is fast or material is not presented in an orderly fashion.

• The Mapping Method

- Graphic representation of the content of a lecture
- Helps you see the relationships between ideas and concepts
 - Uses color, lines, arrows, etc.
- Reduces amount of writing
- o Provides a way to easily review and study facts and relationships
- Best used when lecture content is heavy and well-organized



• The Charting Method

- o Helps organize and categorize related information
- Reduces amount of writing
- Provides a way to study both memorization of facts and comparisons/relationships
 Helps you review at test time



Instructions: Practice the different methods of note-taking using the attached sampler. If there is no access to a student's course readings during the coaching session, use the document below as their reading to practice the different note-taking methods.

Academic Coaching & Engagement (ACE)

Sessions begin with your coach helping you assess your strengths as well as areas for growth, followed by a collaborative effort to develop academic strategies personalized to your classes and learning style. Students lead the sessions, thus the topic of focus is up to you and your needs. However...

Common topics discussed in an Academic Coaching session include:

- Time Management & Organizational Skills
- Study Skills & Test Prep
- Textbook Reading & Note Taking
- Stress Management & Overall Wellness
- Motivation & Goal Setting
- Campus Resources & Opportunities

So, what can YOU gain from the ACE Program?

- Support as well as a connection to UCF
- Effective time management skills to help decrease stress & increase productivity
- Efficient study skills and practices proven to work
- Motivation and accountability to keep you on track with your goals
- And scholarship opportunities!

How do I get the most out of Academic Coaching?

- Prior to your first Academic Coaching session, complete the College-Level Study Skills Self-Assessment online here.
 - (Please Note: The assessment will ask which coach you have been scheduled with. Therefore, please complete this after you receive an appointment confirmation so you may select the correct coach to receive your results.)
- Arrive on time to all your appointments
- Bring your course materials to your appointments
- Bring a positive attitude and an open mind with you
- Be open and honest with your coach
- Be engaged in each of your sessions
- Apply new strategies and work toward your goals between sessions

^{*}Please Note: Academic Coaching is not tutoring; coaches cannot provide subject-specific assistance.

Note-Taking Strategies Sampler

| Main 1 | Ideas of Passage (Try shorthand!) | The Cornell Method |
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