



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

Note Taking Skills

Division for Academic Success
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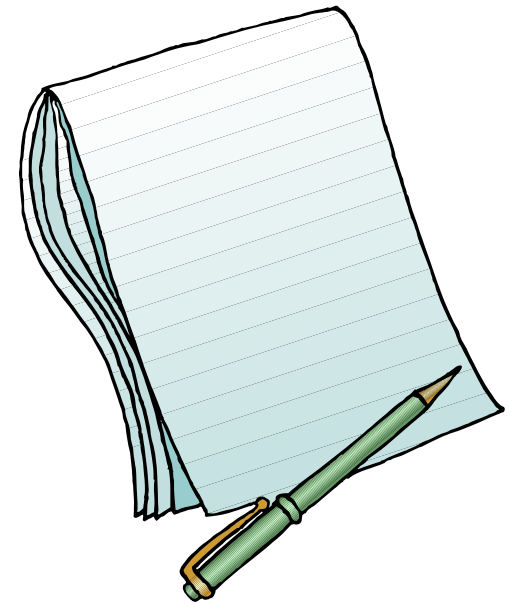


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TIPS TO TAKING GOOD NOTES

- Pre-read before class
 - Skim read, look at the diagrams, captions, major concepts
- Be prepared with paper and writing instrument of your choice
- Reduce distractions
 - Sit in front away from windows or doors
 - Eat before class
 - Make sure you dress appropriately, so if the room is hot or cold you are prepared
- Start a new page for each new class
- Note what's on the board when you arrive



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TIPS TO TAKING GOOD NOTES (continued)

- Identify supporting details
- Build speed by improving your listening
- Assure that notes are complete
 - Remember to include dates
- Review notes promptly
 - Make sure all notes are clear and you understand the main concepts, if not ask for clarification at the next class before you move on to the next topic
- Listen beyond the words
 - If there is a pause, something is repeated or if the tone or volume of the lecturer changes make sure you get these points



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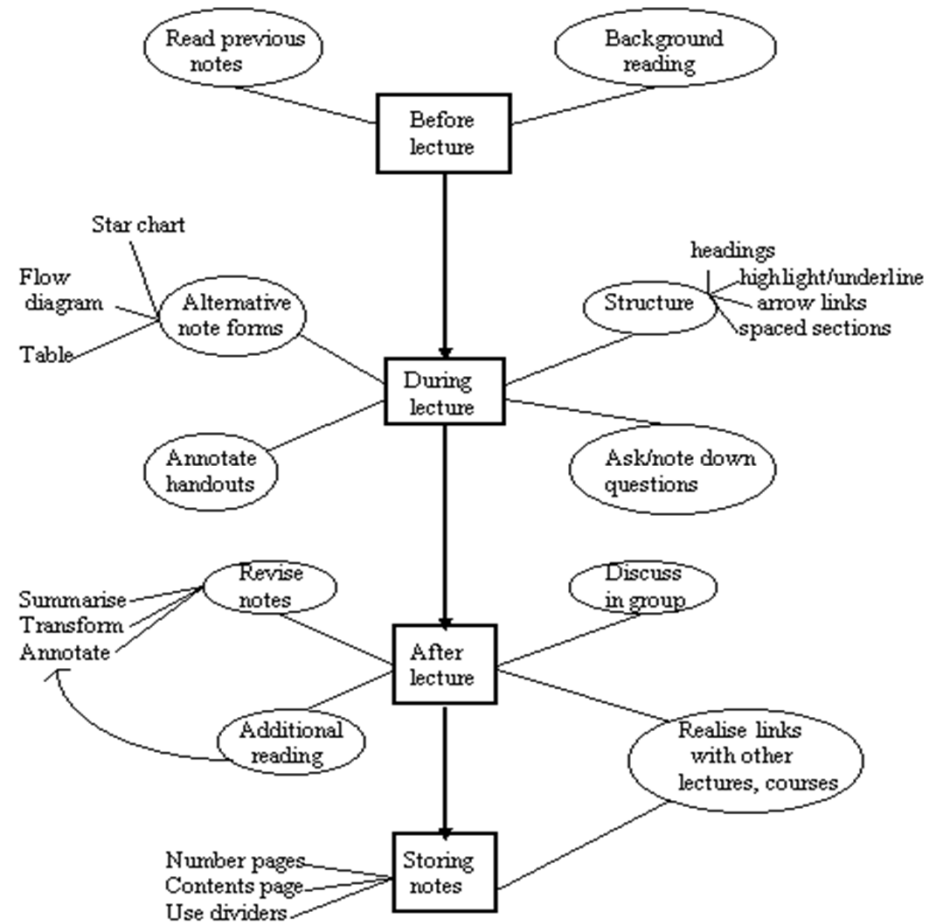
TIPS TO TAKING GOOD NOTES (continued)

- Use abbreviations
- Leave space on your page so you can go back and add information as necessary
- Use diagrams
- When possible, write down page numbers and book titles for you to reference if needed
- Note any concepts you aren't sure of
- Only take notes on one side of the paper
- Compare and share notes with others



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An example of notes in the form of a flow diagram



Liverpool Hope University <http://www.hope.ac.uk/gnu/stuhelp/notes4.htm#Note>

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Make your Notes work for you

- Recreate your notes, if needed, by organizing them, making sure they are legible and highlighting what you still don't understand
- Give yourself enough time to review them
- Keep them brief
- Stay organized



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The 2-6 Method

- You divide your paper space up
- Make 2 columns (use the red line as your boarder if one is available)
- Take notes using the 6 columns for the notes and the smaller 2 columns on the left for highlighting important concepts you want to review later

www.academictips.org – George Mason University

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The Cornell Note Taking System

- Based on the 5 R's of Note Taking
 - Record, Reduce, Recite, Reflect and Review
- Record your information as normal
- Reduce ideas and facts on the left side of the page
- Recite your 'Recall' column
- Reflect on the notes
- Review all notes for 10 minutes every week

Retrieved from <http://sas.calpoly.edu/asc/ssl.html>

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Split Page Method

- Divide your notebook page in half lengthwise
- Drawing a line down the middle of the page
- Take class and/or lecture notes on one side
- Take text and/or readings notes on the other



Retrieved from www.academictips.org - Sherry Reynolds

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The Outlining method

- Use dashes and/or indenting for each new topic or idea

- Example:
 - Perception
 - Defined :
 - Types
 - status

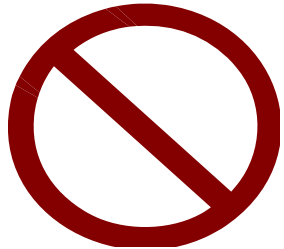


Pauk, Walter. *How To Study In College* (2nd ed). Boston: Houghton Mifflin Co., 1974

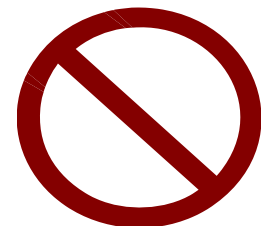
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TIPS ON WHAT NOT TO DO



- **Don't try to write down every word**
 - **Don't forget to get notes for classes you missed**
 - **Don't put your notes away and never review them again**



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Final Tips for success

- Go to class prepared
- Improve your listening skills
- Develop a note taking method that works for you
- Pay close attention to content
- Review and edit your notes.



Pegg, Bruce. Notetaking. (4 October 1995). 12 October 2000. <http://www2.colgate.edu/diw/notetaking.html>

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For More Information

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