Note Taking Skills

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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
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
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
An example of notes in the form of a flow diagram

[Diagram showing steps for taking notes before, during, and after a lecture]

Liverpool Hope University  http://www.hope.ac.uk/gnu/stuhelp/notes4.htm#Note
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
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](http://www.academictips.org) – George Mason University
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
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
The Outlining method

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

Example:
- Perception
  - Defined:
    - Types
      - status

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
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.

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For More Information
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