

Effective note-taking is an important transferable skill, a skill that can be applied in all aspects of life, socially, at work and during study.

Note-taking is a powerful aid to communication, a way of summarizing and retaining the key points from what you have heard and understood.

What is Note-Taking? Note-taking is, simply, a way of concisely recording important information so that you can recall it later.

Regardless of how good you think your memory is - you will need to take notes in certain situations to remind yourself what was said. It is a mistake to think, when going to a meeting or attending a lecture or some other important talk, that you will remember the details of what has been said - you won't. You may well remember the overall topic of the discussion, even some very specific details, but you won't remember everything.

Format:

- o Record the date, place, topic/title and presenter.
- o Number your pages.
- o Use dark ink and write on one side of the page.
- o Use a double entry notetaking system (see "Cornell Notetaking System" handout)
- o Write neatly. Make notes complete and clear enough to understand when you come back to them.
- o Use shorthand ('Fe' for iron, '=' for equals, '@' for at, etc.) and abbreviations. Feel free to develop your own set of abbreviations, but please put a key at the top of the page so your notes can be understood.
- o Highlight important items with asterisks or draw circles or boxes around critical info. Indentation, underscoring and starring are also effective for indicating relative importance of items. Show uncertainty with a circled question mark.
- o Leave plenty of white space for later additions. Skip lines. Leave space between main ideas.
 - o <https://www.youtube.com/watch?v=9gCrslHx7xA>

Class Topic: How to Outline Notes

1. The first line is reserved for each topic or idea and is general
 - a. This concept always applies to the level above (I)
 - i. This concept always applies to the level up (a)
 - ii. This is a second supporting piece of information equal to (i) to support (a)
 - iii. This is also equal to (i) and (ii) to support (a)
 - b. This concept applies to the concept (I) and is equal to (a)
2. You do not have to use Letters, Numbers or Roman Numerals – the hierarchy is enough
3. Advantages
 - a. Well organized
 - b. Records relationships/content
 - c. Reduces editing and easy review by adding main points into questions
4. Disadvantages
 - a. Need to pay close attention during class
 - b. Does not always show sequential relationships
 - c. Doesn't work well for quick paced lectures