ACADEMIC: EFFECTIVE NOTE-TAKING

☑️ CHECKLIST:

BEFORE lecture
☐ Consult learning objectives for the lecture
☐ Review available slides
☐ Read assigned content
☐ Choose a note-taking strategy that will keep me mentally engaged
☐ Date & page # my notes

DURING lecture
☐ Listen for signposts (see ‘Emphasis’ below)
☐ Trust myself to process & paraphrase
☐ Write questions for my professor on sticky notes
☐ Prioritize content over neat handwriting

AFTER lecture
☐ Review my notes by:
  ☐ Making connections
  ☐ Comparing/contrast
  ☐ Summarizing
  ☐ Asking questions
  ☐ Sorting info (in charts, tables, & graphics)
  ☐ Review readings & slides

🎧 LISTENING TIPS:

Listen for INTRODUCTIONS
Get to class on time!
Don’t underestimate how useful it will be to hear the context of a lecture as well as what will be highlighted.

Listen for EMPHASIS
Signposts (prof. slows down/writes on board, prof. says “this is key”, or “here are three main points”) reveal important information.

Listen for CONCLUSIONS
Listen until the last moments!
Conclusions usually summarize information and clearly highlight key messages.

 чел Challenges (& Solutions!):

• Professors sometimes speak quickly; it is difficult to know what is worth writing down.
  ✔ Trust yourself to identify main points and compare notes with peers to fill in gaps.
• Sometimes lecture halls contain distractions like people talking or misusing electronics.
  ✔ Know what distracts you and prioritize your focus (eg. don’t sit with chatty friends).
• Transcribing everything your instructor says takes your focus away from processing.
  ✔ Identify main points and write them in a way that makes sense to you.

🔗 SUGGESTED METHOD (THE CORNELL SYSTEM):

<table>
<thead>
<tr>
<th>CUES</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/06/18 p. 1</td>
<td>Cues: Key words, relevant textbook pages, diagrams, anecdotes</td>
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<tr>
<td></td>
<td>Notes: Important point form details recorded during lecture.</td>
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<td>Summary: After class, summarize main ideas and themes.</td>
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<td>When reviewing your notes, make connections (with your life, with course content), compare/contrast, summarize, and ask questions.</td>
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★ REMEMBER: Effective note-taking is about processing, not recording.