

ACADEMIC: EFFECTIVE NOTE-TAKING

CHECKLIST:

BEFORE lecture	DURING lecture	AFTER lecture
<input type="checkbox"/> Consult learning objectives for the lecture	<input type="checkbox"/> Listen for signposts (see 'Emphasis' below)	<input type="checkbox"/> Review my notes by:
<input type="checkbox"/> Review available slides	<input type="checkbox"/> Trust myself to process & paraphrase	<input type="checkbox"/> Making connections
<input type="checkbox"/> Read assigned content	<input type="checkbox"/> Write questions for my professor on sticky notes	<input type="checkbox"/> Comparing/contrasting
<input type="checkbox"/> Choose a note-taking strategy that will keep me mentally engaged	<input type="checkbox"/> Prioritize content over neat handwriting	<input type="checkbox"/> Summarizing
<input type="checkbox"/> Date & page # my notes		<input type="checkbox"/> Asking questions
		<input type="checkbox"/> Sorting info (in charts, tables, & graphics)
		<input type="checkbox"/> 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.

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):

CUES	19/06/18 p. 1	Cues: Key words, relevant textbook pages, diagrams, anecdotes Notes: Important point form details recorded during lecture. Summary: After class, summarize main ideas and themes. When reviewing your notes, make connections (with your life, with course content), compare/contrast, summarize, and ask questions.
	NOTES	
SUMMARY		

★ **REMEMBER: Effective note-taking is about processing, not recording.**