

Name

Note Taking Tips, Examples and Ideas

Look through this booklet.

On this first page, and using the information and advice contained in this, summarise what you think are the most useful and most important ideas you found here on the space below:



Why Using Pen And Paper, Not Laptops, Boosts Memory: Writing Notes Helps Recall Concepts, Ability To Understand

Feb 6, 2014 12:18 PM By Lizette Borreli @lizcelineb l.borreli@medicaldaily.com

Using pen and paper for note-taking helps boost memory and the ability to understand, more so than laptops. *Photo courtesy of Shutterstock.com*

Note-taking using pen and paper has quickly become obsolete, at least in college classrooms. In the digital age, using laptops, or “notebooks,” to transcribe lectures has become common practice, but can typing electronic, copious notes be harmful to academic performance? According to a recent [study](#) in a forthcoming issue of the journal *Psychological Science*, using pen and paper, not laptops, to take notes boosts memory and the ability to retain and understand concepts.

In this world there are two types of people: those who insist on handwriting and those who insist on typing to take notes. Note-taking is a practical way to acquire and retain information while saving time and effort. However, with the advancement in modern technology, note-taking is changing, and for many, brings up the question over which medium to use to take notes.

Those who handwrite notes claim it provides flexibility and control, with the ability to include various formats and annotations often limited by word processing formats. Typing notes, however, eliminates the possibility of losing the notes and handouts while providing organization and clear legibility. As the trend of bringing laptops to class continually increases — with more than [50 percent of college students](#) reporting use in class at least once a week — researchers want to see if this positively or negatively affects cognitive processing, compared to handwriting notes.

To explore which medium is beneficial for note-taking, two psychological scientists, Pam Mueller of Princeton and Daniel Oppenheimer, a team of researchers at the University of California, Los Angeles, decided to test the effects handwriting or typing notes had on students’ learning abilities in a series of two experiments.

In the first study, a cohort of college students were asked to listen to the same lectures and employ their usual note-taking strategy to transcribe important information. The participants were then tested on the material covered in the lecture half an hour later. Mueller and Oppenheimer were interested in observing the students’ ability to recall facts and concepts, providing a deeper understanding of the topic.

The findings revealed while both groups memorized the same number of facts from the lectures, the laptop users performed far worse when they were tested on ideas. “The students using laptops were in fact more likely to take copious notes, which can be beneficial to learning,” the [Association for Psychological Science](#)(APS) reported. “But they were also more likely to take verbatim notes, and this 'mindless transcription' appeared to cancel out the benefits.”

The first experiment tested both groups of note-takers exactly half an hour after the lecture, which left them without the opportunity to review. The psychological scientists decided to explore this concept further and conducted a second experiment in which these students would be given a week to review for the exam. The participants would be tested on simple facts as well as concepts, inferences, and applications of the material.



Even after a week of review, the students who took notes in longhand were found to do significantly better than the other students in the experiment, including the fleet typists — those who transcribed the lectures. The researchers were surprised to find that even after some of the laptop users were explicitly told to not transcribe the lectures word-for-word, they still typed verbatim notes, which lead to a lower quality of learning. “Apparently there is something about typing that leads to mindless processing. And there is something about ink and paper that prompts students to go beyond merely hearing and recording new information...” according to the APS blog post.

The results of the two experiments suggest that taking notes with a pen and paper, rather than a laptop, leads to higher quality learning, as writing is a better strategy to store and internalize ideas in the long haul. Writing by hand strengthens the learning process, while typing can impair it. A similar [study](#) published in *Intech* found writing by hand allows the brain to receive feedback from a person’s motor actions, and this specific feedback is different than those received when touching and typing on a keyboard. The movements involved when handwriting, “leave a motor memory in the sensorimotor part of the brain,” which helps the person recognize letters and establish a connection between reading and writing. The researchers believe since writing by hand takes longer than typing on a keyboard, the temporal aspect may influence the learning process.

Overall, it seems those who type their notes may potentially be at risk for “mindless processing.” The old fashioned note taking method of pen and paper boosts memory and the ability to understand concepts and facts. Perhaps pen and paper will become more prevalent in college classrooms again, as laptops may be given the boot when it comes to enhancing cognitive processes.

Sources:

Wray Herbert. Ink on Paper: Some Notes On Note Taking*. *Association for Psychological Science*. 2014.

Mangen A, Velay JL. Digitizing Literacy: Reflections on the Haptics of Writing. *Intech*. 2011.

From: <http://www.gurl.com/2016/09/06/how-to-take-notes-in-class-inspiration-images-tips/>

3 Scientific Links Between Handwriting Your Notes and Memory

SUZY FRISCH AUGUST 3RD, 2016

<https://redbooth.com/blog/handwriting-and-memory>

At conferences, lectures, and meetings, it’s common to see the people around you typing notes on their laptops, tablets, or phones. Maybe you’re doing it too!

And why not? Typing is an incredibly efficient way to capture large amounts of information.

But if you’re looking to actually master the material, typing notes is actually is not the best way to do that. Recent studies from psychologists and neuroscientists alike have found that handwriting is king for effective learning.

It has to do with how the brain processes different inputs of information. More specifically, it matters whether you transcribe a speaker’s content digitally — or instead capture its essence on paper.



As digital continues to dominate, going old-school with handwriting just might work to your advantage. Writing by hand tends to boost your ability to retain information, comprehend new ideas, and be more productive — with the added bonus of eliminating the distractions of your device.

Read on to learn more about three scientific links between writing out your notes by hand and actually remembering the important stuff.

1. The pen is mightier than the keyboard

So say researchers Pam Mueller of Princeton University and Daniel Oppenheimer of UCLA, who recently published a paper with that title in [Psychological Science](#).

The three experiments they did led them to conclude that using laptops for notetaking might actually impair learning. Why? Because it often leads people to process information more shallowly.

In a nutshell, if you type your notes, you probably tend to record lectures verbatim. If you put pen to paper, you have to be more selective in recapping key components.

Paper notetakers' brains are working to digest, summarize, and capture the heart of the information. This, in turn, promotes understanding and retention.

Mueller and Oppenheimer found that participants who took notes on laptops performed worse on conceptual questions than those who took traditional paper notes.

“Laptop notetakers’ tendency to transcribe lectures verbatim rather than processing information and reframing it in their own words is detrimental to learning,” they wrote.

When you really need to grasp new material, consider dusting off your trusty pen and paper.

When you try to recall the information later, your brain will thank you for making its job easier.

2. Robust recall: Handwriting makes a difference

Some notetakers argue that they're more productive when they type because they can capture more material faster.

But without reviewing and studying those notes after an event, all of that extra transcribing doesn't do much good.

Psychology professors Dung Bui, Joel Myerson, and Sandra Hale at Washington University found that taking computer notes does offer the immediate benefit of better recall than well-organized, handwritten notes.

So the computer wins...at first.

But then their research, published in the [Journal of Educational Psychology](#), uncovered something interesting: that advantage disappears in about 24 hours.



By that point, people who typed their notes actually performed worse on tests about the material.

The researchers concluded that the typing notetakers had worse recall because they weren't actively summarizing and synthesizing key points.

“Taking organized notes presumably involves deeper and more thorough processing of the lecture information, whereas transcribing requires only a shallow encoding of the information,” they explained.

Next time you need to recall information from a lecture or meeting for more than 24 hours, consider handwriting your notes. The material will stick with you longer.

3. Writing your way to a healthy brain

Some people prefer taking notes electronically because their handwriting has turned into illegible scrawl.

If that sounds like you, don't put away the pen and paper just yet!

There are brain health and developmental reasons to keep writing on paper.

Research from psychology professor Karin James of Indiana University evaluated children who hadn't yet learned to read or write.

Published in [Trends in Neuroscience and Education](#), her study engaged children by asking them to reproduce a single letter by typing it, drawing it on plain paper, or tracing it over a dotted outline.

Then the researchers put the children in a functional MRI brain scanner and had them study the image again.

While reviewing the image, scans showed that kids who drew the letters activated three distinct areas of their brains.

Brains of children who traced or typed the letter didn't experience the same effect.

The study demonstrates the learning benefits of physically writing letters, James notes, especially the gains that come from engaging the brain's motor pathways.

But that doesn't mean the perks of handwriting only apply to kids.

The more you use those neural pathways, the better it is for your overall brain health. The phrases “lifelong learning” and “use it or lose it” are never more true than with your brain. Both activities ward off debilitating disease like Alzheimer's and keep your cognitive abilities strong.

In other words, when you want to check out Facebook during a boring talk at a conference, go for it! That's a great reason to have your computer open.

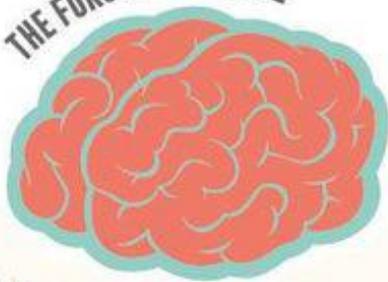
But when you're trying to capture and retain complex material — or simply stay extra-sharp — put the laptop away...and take out a pen.



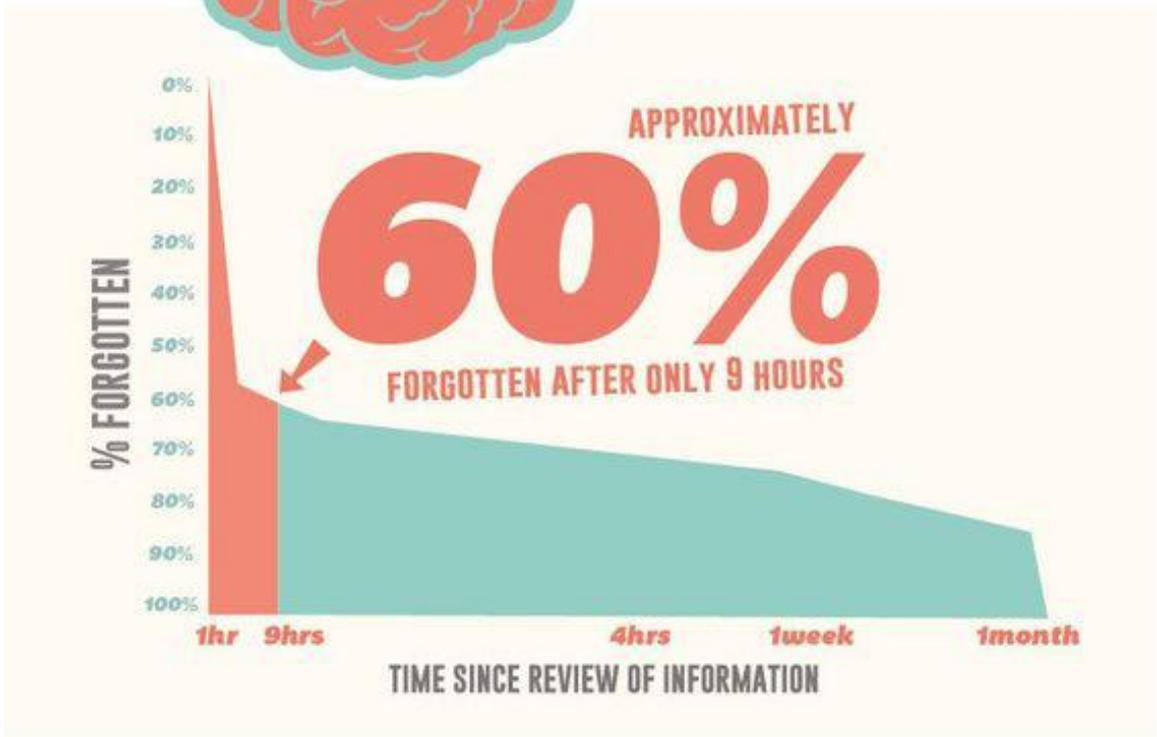
ULTIMATE GUIDE TO Note taking IN CLASS

Effective note taking in class is essential

THE FORGETTING CURVE



What happens if you don't organise and review lecture notes



AS WELL AS MEMORISATION, NOTE TAKING:



Promotes active listening

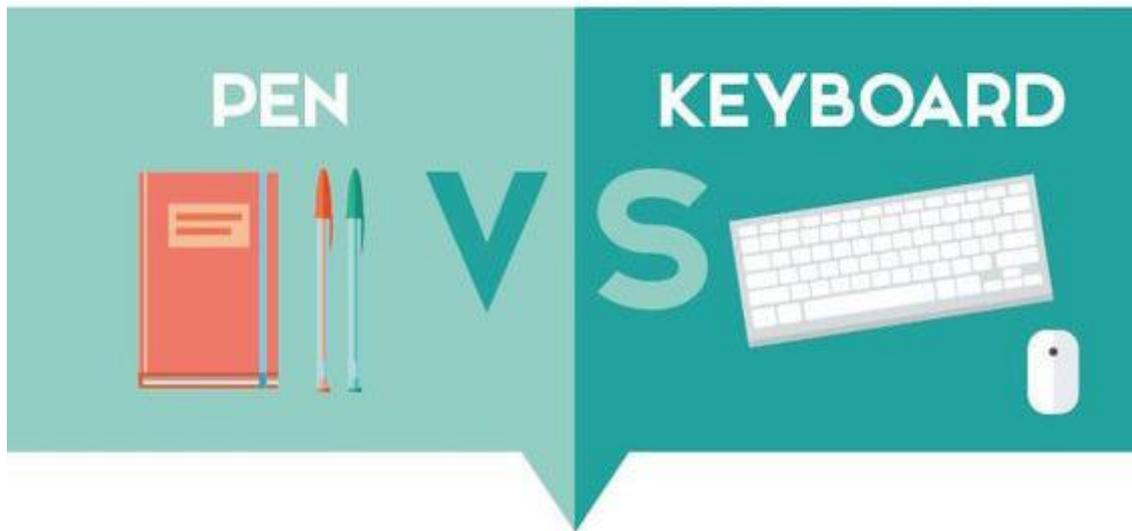


Provides a framework for revision



Improves understanding

GET THE MOST OUT OF YOUR NEXT LECTURE BY LEARNING HOW TO TAKE NOTES RIGHT.



WHEN IT COMES TO EFFECTIVE LEARNING, HANDWRITING TRUMPS TYPING.

Researchers at UCLA found that students who handwrite notes and study them afterwards perform best when it comes to answering factual and conceptual questions.

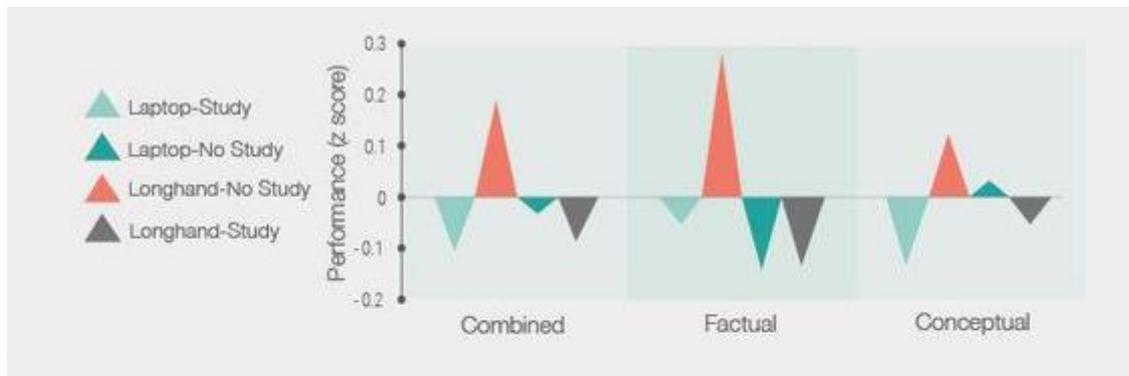
Examples:

Factual question:
What is the purpose of adding calcium propionate to bread?



Conceptual question:
If a person's epiglottis was not working properly, what would be likely to happen?





3 EFFECTIVE note TAKING SYSTEMS

THERE'S NO CORRECT WAY TO TAKE NOTES – BUT HERE ARE SOME POPULAR METHODS TO TRY.



OUTLINE METHOD

IDEAS ARE WRITTEN OUT IN AN ORGANISED LAYOUT BASED ON SPACE INDENTATION

Ideal for:



When presentation outlines (such as slides) have already been provided



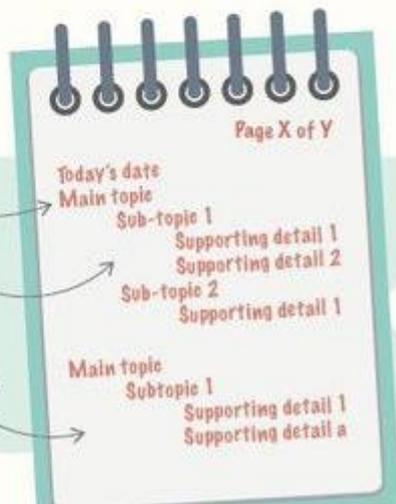
Taking notes from written material

HOW TO

General points

These concepts always apply to the sub-level above

Specific details here



Things to consider:

- ✓ Main points can be easily turned into questions during review time
- ✗ Doesn't show relationships or connectedness between arguments





CORNELL METHOD

A DIVIDED NOTES PAGE SYSTEM DEVELOPED BY DR WALTER PAUK OF CORNELL UNIVERSITY

Ideal for:



Producing and remembering summaries of key ideas from lectures



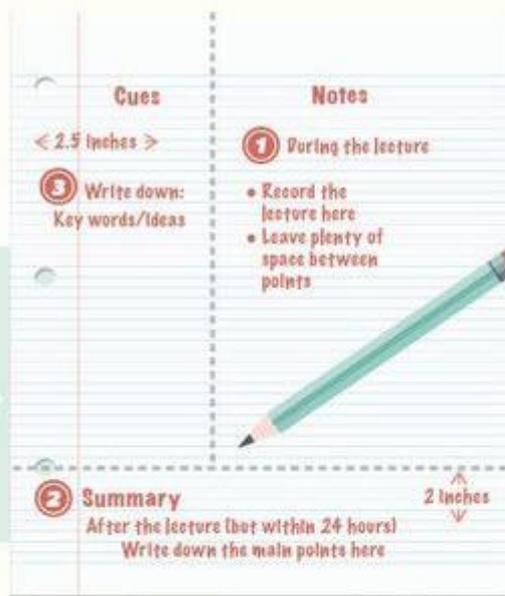
Preparing and revising for exams

HOW TO 1 2 3

Using an A4 notebook, rule off 3 sections as shown:

Things to consider:

- ✓ Printable Cornell notepaper is available online
- ✗ This method requires extra time to complete the summary column



When reviewing your notes:

- Turn the key words/ideas in the Cues column into questions
- Cover up your notes
- Try answering the questions from memory





MAPPING

IDEAS ARE VISUALLY CONNECTED IN A NON-LINEAR MANNER

Ideal for:



Content heavy lectures

Things to consider:

- ✓ Can be neatened up later by recreating the map on a program such as draw.io
- ✗ May be difficult if unsure of lecture structure in advance



GENERAL TIPS



BEFORE the lecture

Read the relevant textbook chapters and/or review the slides. You'll become familiar with the topic and can identify the key ideas easier.



DURING the lecture



For large lecture halls, sit as close to the front as possible



Listen for cues to important points: repetition, changes in voice inflection from lecturer



Don't write down everything and always paraphrase what you hear



Use shorthand, abbreviations and symbols

AFTER the lecture



Review your notes within 24 hours

Identify any gaps in understanding, and consult your lecturer, classmates or textbook for help



Be prepared, stay focused and follow-up with revision. With good practice, you'll become a noteworthy student in no time.

Sources

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- Cornell University. The Cornell note-taking system. sc.cornell.edu
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- Pauk, W. 1974. How to study in college, Boston: Houghton Mifflin Co.
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- University of Manchester. Different models of note-taking. humanities.manchester.ac.uk



CORNELL METHOD NOTETAKING

IS SO EFFECTIVE OMG WHY WEREN'T WE TAUGHT THIS IN STUDY SKILLS

by lavidapoliglota.tumblr.com

~2 inches

2. THIS IS THE RECALL COLUMN

As soon as possible after lecture, review the notes column, take main ideas, key concepts, and important facts and write them in the recall column

1. THIS IS THE NOTES COLUMN

During lectures, note main ideas and concepts. Don't mindlessly copy - rephrase what you can to retain information

Skip one line between ideas,

several between topics

Avoid writing in complete sentences, use symbols and abbreviations, e.g.:

Pelayo, a descendant of the Visigoth aristocracy, founded the Kingdom of Asturias in 718.

Pelayo (dscdt/Visigoth arist.) fd. Asturias 718

3. THIS IS THE SUMMARY SECTION

GUESS WHY IT'S CALLED THAT

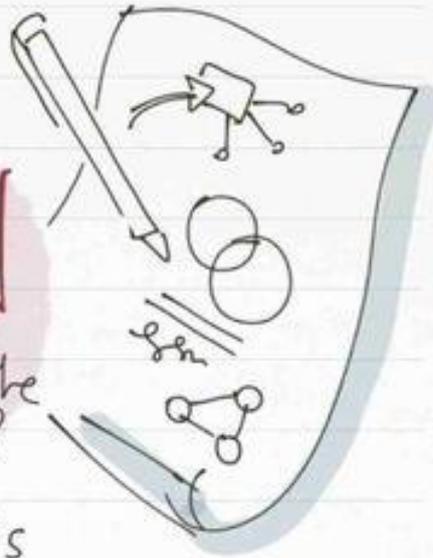
Summarise main points here at the end

Info taken from

<http://www.heritagehawks.org/faculty/dbrown/HistoryClass/TheCornellMethod.htm>



Visual Note Taking



LETTERING

- 1 TITLES
- 2 UPPER CASE
- 3 lower case

Just use 3

LISTEN

- What's the main idea?
- identify sub-points

VISUAL VOCABULARY

practice and grow your own icon library



ideas on how project.com



Organize

- are there patterns?
- are there metaphors?
- connect key points



find your own style!
paper or tablets work!
drawing IS learning!

Colour

- for contrast
- pick just a few

FOR JUMP START



2014

Sam Brad



HOW TO HIGHLIGHT

By Viola
@studyblrbbunny

- Do not use one single-coloured highlighter
- Instead, try use several different colours
- Assign each colour a specific purpose
- This creates a colour coding system.
- Therefore making your your material easier to understand and learn

good
luck
mf

EXAMPLE OF A SYSTEM

- **Pink:** titles and headlines
- **Blue:** for terminology and vocab.
- **Green:** definitions and explanations of terminology (green explains blue)
- **Orange:** Examples of the term.
- **Yellow:** Other things, misc.

Tip; Use light colours when highlighting a lot of text, like green

APPLYING IT TO A TEXT

Berries and fruit

The botanical definition of a berry is a **fleshy fruit produced from a single flower and containing one single ovary**. There are both poisonous and **eatable berries**. Some common eatable ones include **strawberries, tomatoes and peppers**.



SYMBOLS & ABBREVIATIONS FOR NOTE TAKING

&	and	govt	government
=	is, are I	mpt	important
≈	about, approximately	ea	each
>	more than	tho	though
<	less than	thro	through
#	number	probs	problems
x	times	min	minimum, least
→	leads to, caused	max	maximum, most
Δ	change	btwn	between
/	or	bkgd	background
∴	therefore	vs	versus, against
↑	increase, grow, gain	qty	quantity (amount)
↓	decrease, loss	hv	have
♀	female, woman, girl	N.B.	note well (important)
♂	male, man, boy	e.g.	for example
yrs	years	i.e.	that is
@	at	cp (cf)	compare
w/	with	ct	contrast
w/o	without	B4	before
w/i	within	p	after
wrt	with respect to	q	every
re:	regarding	ASAP	as soon as possible
b/c	because	STAT	immediately
s/t	something	f	frequently (often)
s/o	someone		



The Organised Student's Guide to... PRETTY NOTES

make note taking fun by incorporating these cute and easy writing styles in to your notes!

Outline with highlighters!

this is great for headings & colour coding!

add little dots on the end of your strokes

* my personal favourite!

how about cursive?

ADD STROKES TO YOUR LETTERS

these would look cute together!

Sharpie markers

are GREAT for headings

* especially on Flashcards!

TRY 3D!

and experiment with using UPPER and LOWER cases!

* use lots of arrows & squiggles!



www.theorganisedstudent.tumblr.com



great for ideas!



11. Aside from making your words look cooler, you can also illustrate with little drawings – and you don't need to be an artist to do it right. Follow these tips:

How To Illustrate Your Notes

By Revise or Die

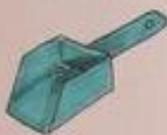
YOU CAN DO IT!

YES. I CAN DO IT!

IT'S ALL ABOUT PIC N' MIX Y'KNOW

- ① CHOOSE YOUR 'BAG'... (TYPE OF NOTES)
 - MINDMAP? POSTER? THE CORNELL METHOD?
 - THE OUTLINING METHOD? THE CHARTING METHOD?

- ② CHOOSE YOUR 'SCOOP'... (FONTS/TOOLS/COLOURS)



THERE are SO **MANY** kinds

(O)F **FONTS** TO choose FROM

to find inspo go to dafont.com!

TOOLS

→ PENS → BIRD → FINELINER

→ PENCILS → GEL → FELT TIP

→ HIGHLIGHTER

Colours - if you're feeling really snazzy, choose a colour palette for your work! Here's some suggested ones I use...

A) 

B) 

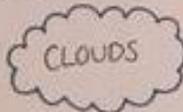
C) 

D) 

E) 

- ③ CHOOSE YOUR 'SWEETS'... (TWIDDLY BITS)

CLOUDS



BANGS



IRLANDS



PINS



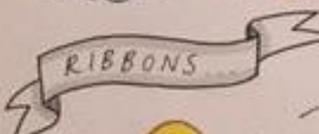
STARS



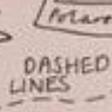
FLAGS



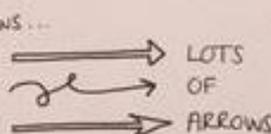
RIBBONS



DASHED LINES



ARROWS...

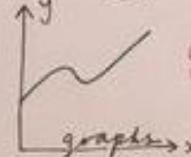


→ LOTS OF ARROWS

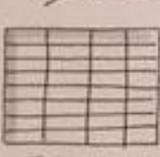
COGS



grahps



TABLES



STEP-BY-STEP! HAI



LITTLE DRAWINGS OF WHO YOU'RE STUDYING



+ anything specific to the subject - don't be afraid to draw it!



12. If you're more into outlines than long paragraphs, here's a good way to do that:

how i write outlines // take notes

ROMAN NUMERAL METHOD: (outline)

required format by my bio teacher

I. Main Topic

A. Section Name (pg. #)

I usually jot notes down in the margins

- 1.
 2. } important facts, concepts, examples, etc.
 3. }
 4. }
 - 5.
- and so on...

B. Section Name (pg. #)

Highlight key points/ definitions/ things the teacher goes over

1. Important fact/concept/etc.
 - a. Expansion/going into details
2. **Important fact/concept/etc.**
 - a. } Expansion, details, more examples, etc.
 - b. }
 - c. }

II. Main Topic and so on...

EXAMPLE

I. Energy and the Cell

A. Cells transform energy as they perform work (pg. 80)

1. **Energy is the capacity to cause change or to perform work.** The 2 types of energy are kinetic and potential.

a. **Kinetic energy is the energy of motion.** Moving objects transfer motion to other matter. **Heat** is a type of kinetic energy associated with the **random movement of atoms/electrons.**

measured in temp

potential to be kinetic energy

b. **Potential energy is energy that is a result of its location or structure.** Chemical energy is the potential energy available for release in a chemical reaction.

MY USUAL OUTLINE METHOD:

[Section #] Section Name

→ summary from textbook

Heading

{MAIN IDEA}

- info (important dates/ events/ people/ concepts/etc.)

SUBHEADING

- info
- event
- ↳ effect

I usually write the headings and subheadings in a different color

- info (Ex.) examples

EXAMPLE

[Section 1] The Road to World War I

→ 1914, summer: Crisis in the Balkans led to conflict when a Serbian terrorist assassinated Archduke Francis Ferdinand...

Causes of the War

{MAIN IDEA} Nationalism, militarism, and a system of alliances contributed to the start of World War I.

- system of nation-states that were formed led to competition

NATIONALISM AND ALLIANCES

- Europe's greatest powers were divided into 2 alian

the ~~Triplice Entente~~ (1882) AND the ~~Triplice Entente~~ (1907)

- Germany
- Austria-Hungary
- Italy

- France
- Great Britain
- Russia



ORGANIZING NOTES!

A REFERENCE PAGE
by: @studypetals

1. start your page with the **TITLE** OF the **CLASS** you took notes in!

lecture 1

LECTURE

1 LECTURE

lecture 1

LECTURE ONE
2. you can then start with the **HEADERS**, or the **main topics** of the subject!

ADD BANNERS!




...OR CHANGE colors!

TITLE HEADER

 - notes
 - notes
3. now comes the **NOTES** for your subject, which you can go and customize!

USE BULLETPOINTS! & try INDENTATION!

-
 - ☆
 -
 -
 - ◻
 - *
 - L
 - ▶
 - ▷
 -
 -
 - ★

◻ main text here

▷ subtext here

• even more info!
4. for **LAYOUTS**, you can go straight down the page or block out your notes!

STREAMLINE

HEADER 1

 - ~~~~~
 - ~~~~~
 - ~~~~~

HEADER 2

 - ~~~~~
 - ~~~~~
 - ~~~~~

BLOCKED

HEADER 1

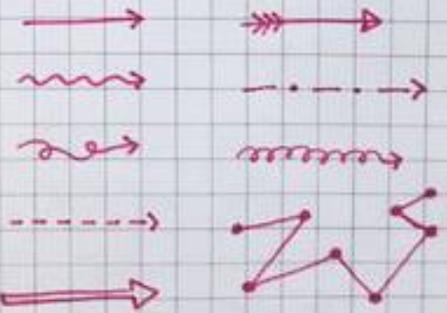
 - ~~~~~
 - ~~~~~
 - ~~~~~

HEADER 2

 - ~~~~~
 - ~~~~~
 - ~~~~~
5. you can also add **DOODLES** or some other embellishments to help with the look or understanding of your notes!



you can also add **ARROWS** to connect ideas!



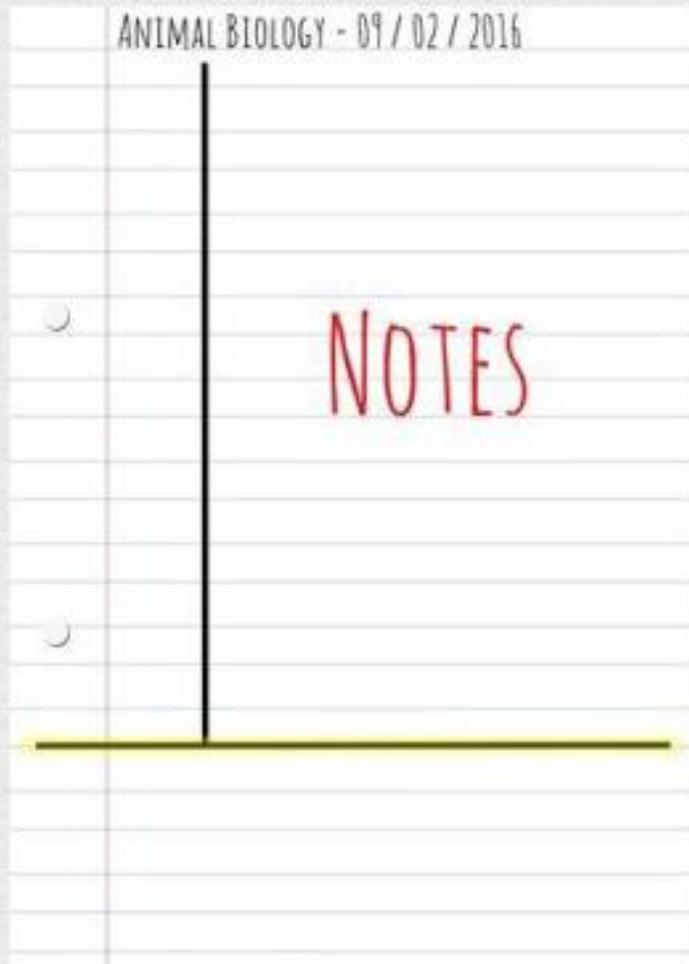
★ stars can be important ideas!



3

WRITE NOTES

- The large box on the right is for writing notes.
- Don't write down complete sentences. Use abbreviations and bullet points if possible.
- Skip a line between ideas and topics.



REVIEW & CLARIFY

4

ANIMAL BIOLOGY - 09 / 02 / 2016

THE GIANT PANDA

ALUROPODA MELANOLEUCA

CHINESE LET: "BIG BEAR CAT"

GIANT PANDA: USED TO DISTINGUISH IT FROM THE RED PANDA

BEAR NATIVE TO SOUTH CENTRAL CHINA

LIVES IN A FEW MOUNTAIN RANGES IN CENTRAL CHINA



MAINLY SICHUAN PROVINCE, BUT ALSO
NEIGHBOURING PROVINCES SHANXI &
GANSU

USED TO LIVE IN LOWLAND AREAS, BUT HAS BEEN DRIVEN OUT AS A
RESULT OF:

- FARMING
- DEFORESTATION
- OTHER DEVELOPMENT

ORDER: CARNIVORA, BUT EATS:

- OVER 99% BAMBOO, OTHER GRASSES, WILD TUBERS,
MEAT (BIRDS, RODENTS, CARRION)

KEY
POINTS
&
MAIN
IDEAS

• Review the notes as soon as possible after each class.

• Pull out main ideas, key points, dates, and people, and write these in the left column



5

SUMMARIZE

- Write a summary of the main ideas in the bottom section.

ANIMAL BIOLOGY - 09 / 02 / 2016	
	<u>THE GIANT PANDA</u>
NAMES	<p>Ailuropoda melanoleuca</p> <p>CHINESE LIT: "BIG BEAR CAT"</p> <p>GIANT PANDA: USED TO DISTINGUISH IT FROM THE RED PANDA</p>
ORIGIN/PROVENANCE	<p>BEAR NATIVE TO SOUTH CENTRAL CHINA</p> <p>LIVES IN A FEW MOUNTAIN RANGES IN CENTRAL CHINA</p> <p>MAENLY SICHUAN PROVINCE, BUT ALSO NEIGHBOURING PROVINCES SHANNXI & GANSU</p>
DRIVEN OUT OF LOWLANDS	<p>USED TO LIVE IN LOWLAND AREAS, BUT HAS BEEN DRIVEN OUT AS A RESULT OF:</p> <ul style="list-style-type: none"> - FARMING - DEFORESTATION - OTHER DEVELOPMENT
CLASSIFICATION DIET	<p>ORDER: CARNIVORA, BUT EATS</p> <ul style="list-style-type: none"> - OVER 1% BAMBOO, OTHER GRASSES, WILD TUBERS, MEAT (BIRDS, RODENTS, CARRION)
<h1>SUMMARY</h1>	



STUDY YOUR NOTES

6

ANIMAL BIOLOGY - 09 / 02 / 2016

THE GIANT PANDA	
NAMES	<i>Ailuropus melanoleuca</i> (Chinese: 大熊猫) - BIG BEAR GIANT PANDA: USED TO DISTINGUISH IT FROM THE RED PANDA
ORIGIN/PROVINCE	BEAR NATIVE TO SOUTH CENTRAL CHINA LIVES IN A FEW MOUNTAIN RANGES IN CENTRAL CHINA MAINLY SICHUAN PROVINCE, BUT ALSO NEIGHBOURING PROVINCES SHANXI AND GANSU
DRIVEN OUT OF LOWLANDS	DRIVEN OUT OF LOWLANDS FOR A FEW REASONS. ALTHOUGH THE GIANT PANDA IS CLASSIFIED AS A CARNIVORE, HE MAINLY EATS BAMBOO.
CLASSIFICATION	ORDER: CARNIVORA, BUT EATS: - OVER 99% BAMBOO, OTHER GRASSES, AND TUBERS, MEAT (BIRDS, RODENTS, CARRION)

- Re-read your notes in the right column.
- Spend most of your time studying the ideas in the left column and the summary at the bottom. These are the most important ideas and will probably include most of the information that you will be tested on.

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inspired by www.coe.jmu.edu/learningtoolbox



How I Take Notes

©ACADEMIC MIND



MAIN POINTS

THIS INCLUDES:
• LECTURE TITLES
• CHAPTER TITLE
→ BIG IDEAS ONLY!!



IMPORTANT HEADINGS

- WRITE DOWN NECESSARY INFO
- ↳ KEEP IT BRIEF!



LEAVE SPACE!
(YOU CAN ADD THINGS LATER)

IF SOMETHING INTERESTING IS SAID IN CLASS, WRITE IT DOWN!



HAVE QUESTIONS? ASK THEM!
(LEAVE SPACE TO ANSWER LATER)



IF THEY DRAW IT, SO DO YOU!
→ GET CREATIVE!
THIS PROVIDES VISUAL CUES

WRITE DOWN ANY THOUGHTS DOWN. THIS HELPS PLACE YOU BACK IN THE ROOM UPON REVIEW.



CREATE A LEGEND
DRAW SYMBOLS IN MARGINS. THIS HELPS YOU REVIEW!



TEXTBOOK TITLE P. 58-60

REFER TO TEXTS, READINGS, MOVIES MENTIONED IN CLASS FOR FURTHER STUDY



IMPORTANT PEOPLE

- STATE HISTORICAL SIGNIFICANCE
- AGAIN, SHORT BUT SWEET!

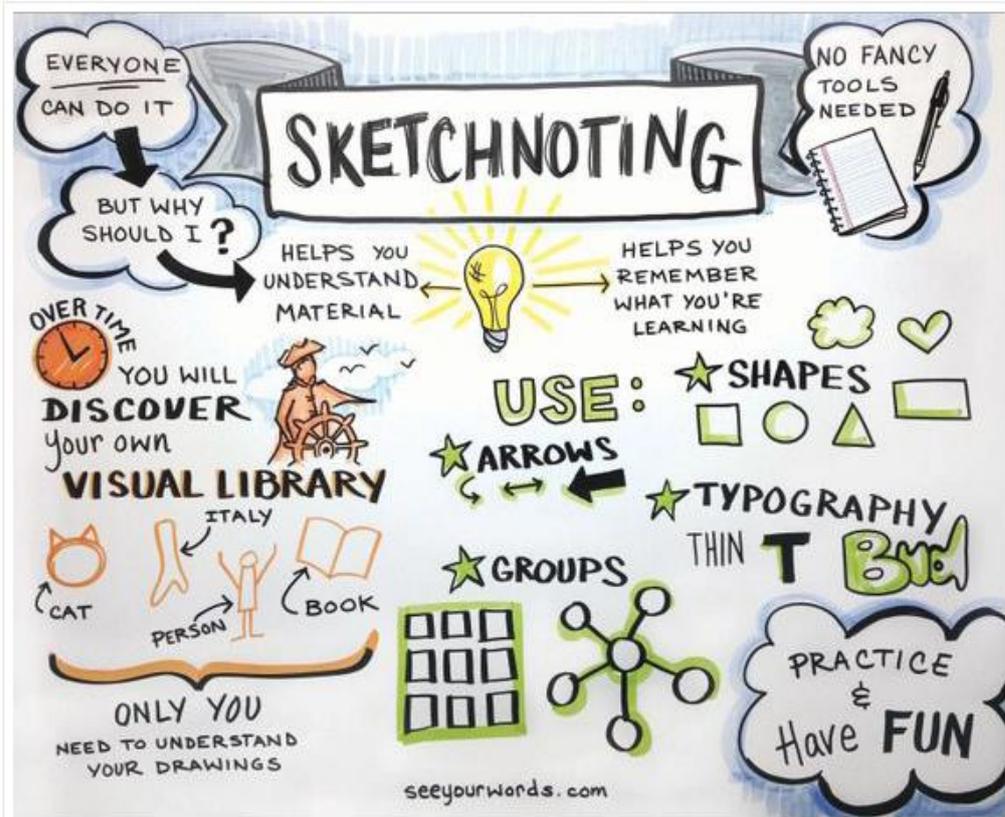
INSERT RELEVANT QUOTES
- SOURCE IT

VOCAB GOES IN BRACKETS!
(OR ANY IMPORTANT TERMS)

GET CREATIVE.
MAKE IT YOUR OWN!
(MAKE IT PRETTY LATER)

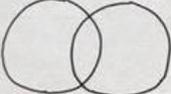
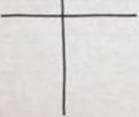


16. Sketchnoting is the prettiest way to take notes. Here's what to know if you want to try it:



17. Add in boxes, bullet points, Post-it notes, and more to highlight certain things and organize all of the info in the best way possible.



Ways to Organize Notes	
Types	Why?
Post it 	to jot ideas, thinking, new learning, new words, feelings, evidence, questions
Boxes and Bullets 	to write about a <u>main idea</u> and then details about that idea.
Web 	Big idea in the circle. Lines around it tell about the big idea.
Venn Diagram 	Show same and different (compare/contrast)
T-Chart 	Same/different Learning / Questions Then / Now Compare 2 things/topics

18. Don't forget about your notes the second class is over! They're supposed to serve a purpose. Here's how to make the best use of them:



How to REMEMBER WHAT YOU WROTE ↓ IN CLASS

by: Study-Hack.com

- ① Listen actively — write in your own words, connect to what you already know
- ② Pay attention & ask questions if smth is unclear.
- ③ Review your notes in the evening & quiz yourself (use active recall)
- ④ Study a little every weekend → better to study a bit more often than pull allnighters

19. Two things from here to keep in mind: one, you can always embellish and add on later when doing homework, so don't forget to focus on what your teacher is saying and not just your notes. Two, if you prefer to have things on the computer, scan or copy them later!

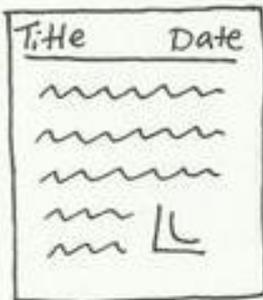




Ashley's Tips for Notetaking!



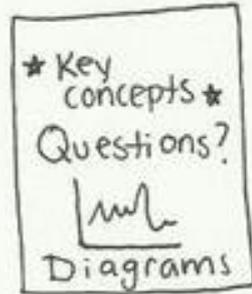
1. Always **title & date** your notes. Consider even including a page in the front which dictates what chapters are covered, how many pages they are, etc.



Ch.1 pg1-12
Ch.2 pg12-30
Ch.3 pg30-40
Ch.4 pg40-53
Ch.5 pg53-67

2. During lecture, pay particular attention to things written on the board or things specifically emphasized by your professor. **Do NOT** try to write down powerpoints in their entirety. Mark down key concepts, questions, and sketch important diagrams.

→ pay attention to the professor, not your notes, you can add later. ←



3. After lecture, try to **re-write** your notes. I personally make a condensed version of each chapter's notes in a **small notebook** and also **type/edit** my notes on the **computer**.

Highlight super important stuff, use pretty colors!

Organize, add missed information from your textbook or from the lecture's powerpoints (if available)

4. Reviewing your notes

In-depth Review: for confusion, advanced preparation for exams
→ use typed notes

Quick Review: review right before exam or to clear up small questions.
→ use small notebook

* Remember this *
- Definitions
what is important?



GOOD LUCK!



20. Your notes don't just have to be paragraphs. Here are several different formats you can choose from:

