

# Note Taking Tips

Becoming a Power Note-Taker

# Methods for Taking Notes

---

From Memory

Marking Directly on the Text

App-Based Notes

Creating a Graphic Organizer or Concept Map

Cornell Style Notes



# Try Taking Notes From Memory

---

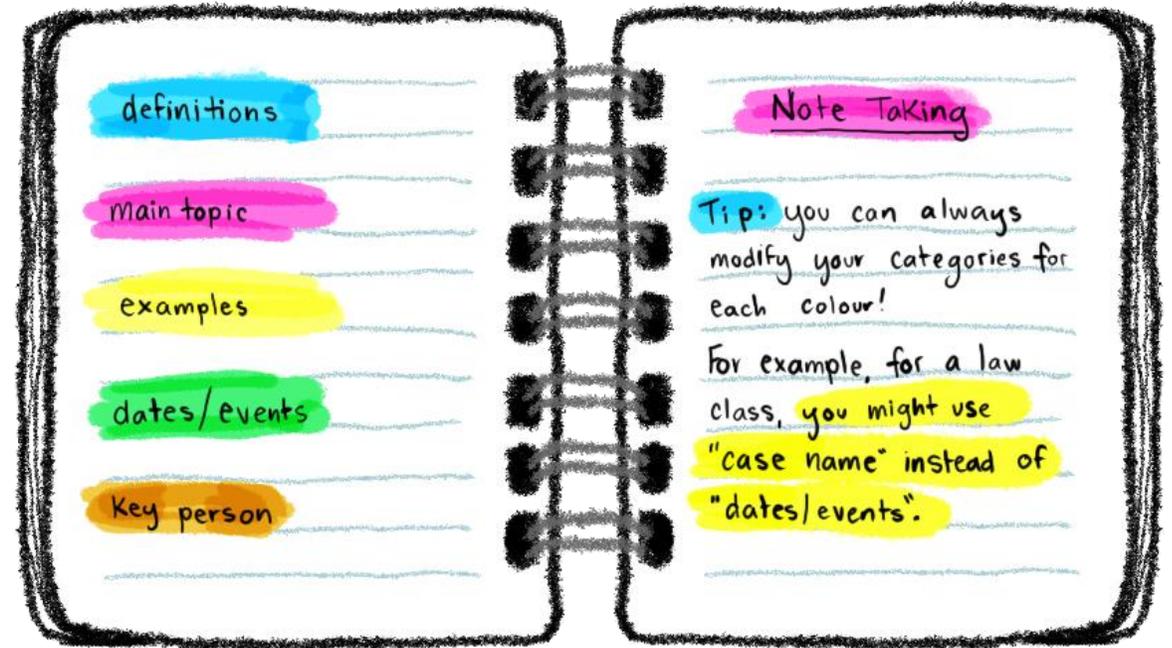


- Students often miss the opportunity to digest the information from their texts because they're too busy worrying about taking good notes—**instead of comprehending the content, they're thinking more about what they should write down.**
- **Try reading short sections of your reading** (likely a paragraph or two or up to a page) and pausing to think about what you just read—then take notes from your memory of what you just read. This will help you focus on the main points instead of getting caught up in details.
- If you are taking notes digitally or online, **try creating a Word Document for each article or textbook chapter you have read.** Write a summary of the key points from each reading without looking back at the text. Then fill in the details by consulting the reading only after you first have recalled everything you can.
- **It's okay to not remember 100% of what you just read;** focus on the main points, and then refer to the text to fill in details as needed.
- This method may take slightly longer, but many students say it's worth it due to the **increase in reading comprehension.**

# Marking Directly on the Text

---

- If you have a print version that allows it, simply use a pen or pencil. For online texts, some digital programs also allow annotating, highlighting, and commenting.
- Underline, circle, or highlight key words and phrases—this can be helpful for students who need to do something with their hands to help them stay focused.
- Annotate margins with symbols, abbreviations, or summaries of the text in your own words.
- If you have an online text, you can still record your thoughts, key words, and summaries in this way. Just grab a plain sheet of paper, label it with the text and chapter/page number, and jot them down on the paper instead of in the book.



# App-Based Notes (OneNote)

The screenshot shows a OneNote page titled "Testing contrasts" dated Tuesday, 18 September 2018 at 3:34 PM. The page contains the following content:

- Testing contrasts**
  - Null hypothesis:  $H_0: \Psi = 0$  where  $\Psi = a_1\mu_1 + a_2\mu_2 + \dots + a_k\mu_k$
  - Test statistics
    - $F = \frac{MS_c}{MS_w} = \frac{\psi^2 / \sum(a_i^2 n_i)}{MS_w} = \frac{\psi^2}{\sum(a_i^2 n_i) MS_w} \sim F(1, N-k)$
    - Or  $t = \frac{\psi}{\sqrt{\sum(a_i^2 n_i) MS_w}} \sim t(N-k)$
- Example: Specific Question 1 (also see Lab 2 notes p. 9-10)**
  - Do students who use some strategies for studying score higher than those who do not?

Handwritten notes include:

- $H_1: \Psi \neq 0$  and  $\sum \neq 0$  with arrows pointing to the null hypothesis.
- A table of contrast coefficients for "study strategies":

Contrast Coefficients
study strategies
answered
create and
- SPSS output for  $F = t^2$  with coefficients: 3, -1, -1, -1 and  $1, -1/3, -1/3, -1/3$ . A note says "Easier to config @ SPSS".
- SPSS output for  $t = t$  with a note "SPSS output t-test Result".
- Notes on "FEW comparisons only" and "Each comparison v powerful" with a comparison between "Group 1" and "Group 2, 3, 4".
- Handwritten formula:  $H_0: \mu_1 = \frac{\mu_2 + \mu_3 + \mu_4}{3}$  with "SET OF GROUP" written above.

- OneNote is an app that comes with Microsoft Office
- OneNote allows you to sync your notes and access them on any device. You can annotate notes, clip and save multimedia content, and record audio notes.

# Create a Graphic Organizer or Concept Map

- This method is good for texts that have a lot of higher-level concepts that require explanations or texts that have remember-level facts, dates, terms, etc.
- Organize information visually.
- Differentiate main ideas from support in an appropriate format: concept map, table, flow chart, hierarchy, timeline, or Venn diagram.
- Good for texts that have a lot of visuals, timelines, etc. like science or history.
- Generate Your Own Q&A or Study Guide.
- Formulate questions from headings and keywords before you begin. Then seek answers as you read

Name \_\_\_\_\_ Date \_\_\_\_\_

Note-Taking Graphic Organizer

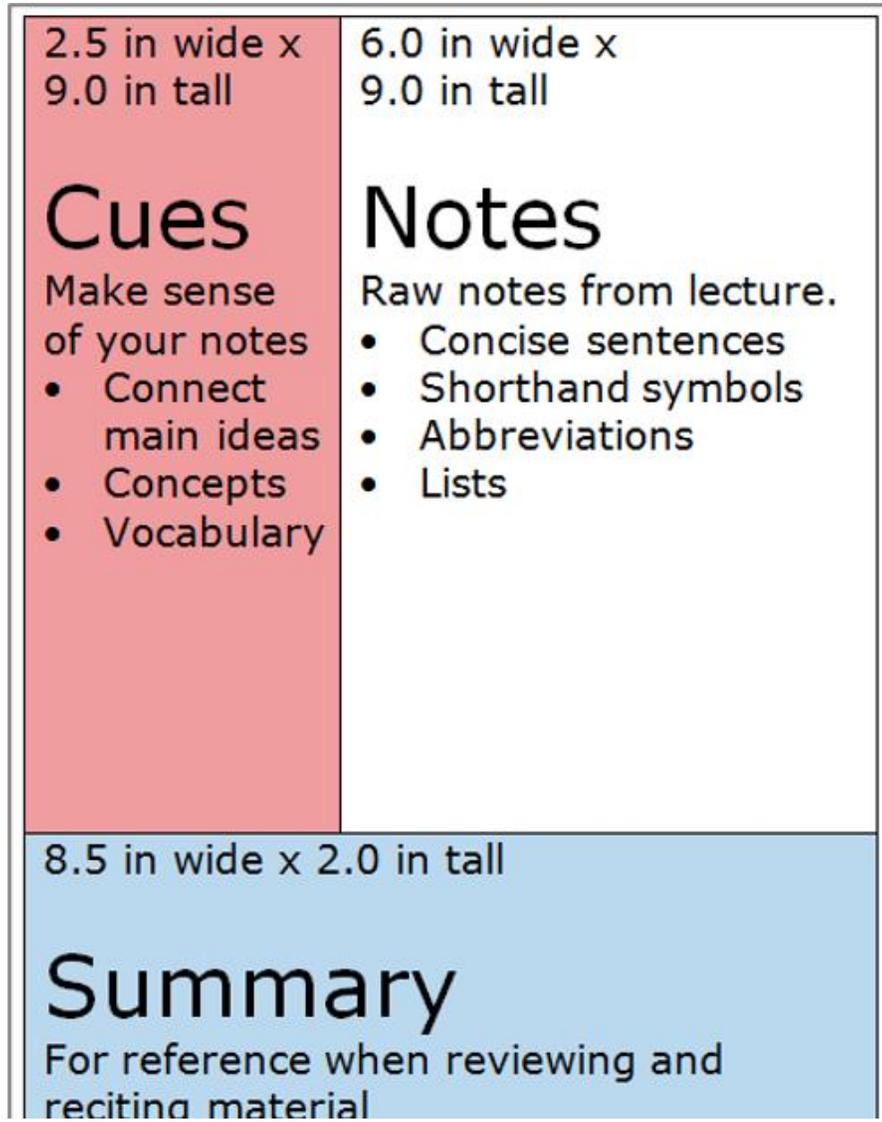
Words That Come to Mind:

Four Facts I Learned:


Questions I Still Have:

Opinions I Have Formed:

# Cornell Style Notes



- Divide a piece of paper into three sections—approximately two inches blank at the bottom, and the top portion divided into a one-third section on the left and a two-third section on the right.
- Take notes on the right two-thirds of the page.
- List key words or questions in the left column.
- Summarize the entire page in the space at the bottom.