

Note Taking

Why Take Notes:

- ☐ Note taking promotes active reading.
 - ☐ Taking notes keeps you alert as you read and provides you with a purpose for reading
- Taking notes actively requires:
- ☐ You to organize information
 - ☐ You to use higher-level cognitive skills because you need to organize the material as you write
 - ☐ You to summarize, which means in order to put text into your own words, you need analyze and understand the material
 - ☐ You to engage with the text since writing information from the text forces you to be involved with the material and to strengthen you memory of it
- Note taking condenses the material:
- ☐ Which saves students time,
 - ☐ Which assists students to be organized,
 - ☐ And which helps student review and prepare for the exam or quiz

When To Take Notes:

You may take notes:

- When you first read the chapter—Some students take notes as they read because it allows them to be more actively involved with the material
- During a lecture—Students must always take notes in their courses when a professor is lecturing
- After the lecture—Students may find this a useful time to take notes because they can edit their lecture notes by filling in material and condensing the information
- Before the exam—Some students may discover that a good time to take notes is before the exam so that they can be more prepared because this serves as a more active way to review material

How to Take Notes:

Many different ways to take notes exist. Some of the more useful methods are:

1. Making written notes in the margin of the text or on a separate sheet of paper/notebook
2. Paraphrasing and Summarizing text
3. Creating note cards
4. Outlining course material
5. Mapping or clustering information – visually representing the information.
6. Cornell Note Taking Method



- Remember the most important thing is that you take notes, not the method you use. Find a method that works best for you!

Note Taking Checklist:

Did I?

- ☐ Review assignments using active reading.
- ☐ List and look up unfamiliar terms and concepts.
- ☐ List questions to ask or points where clarification is needed.
- ☐ Note difficult portions of the text.
- ☐ Put notes in the appropriate notebook or section.
- ☐ Arrange them according to type of notes.
- ☐ Begin each set on a new dated and numbered page.
- ☐ Abbreviate.
- ☐ Put notes into my own words.
- ☐ Keep the notes brief.
- ☐ Locate missing information.
- ☐ Check my texts and references to clarify a lecture.
- ☐ Number items or distinguish between major/minor points.
- ☐ Look/listen for word clues and other ways important concepts are highlighted.
- ☐ Review lecture notes within twenty-four hours.

For more information contact:

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