



How to Take Effective Notes

by Magdalena Flores for the University of Texas Rio Grande
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The Importance of Note-taking



Note taking encourages **active learning**

It's like having a
written
conversation
with the text or lecture



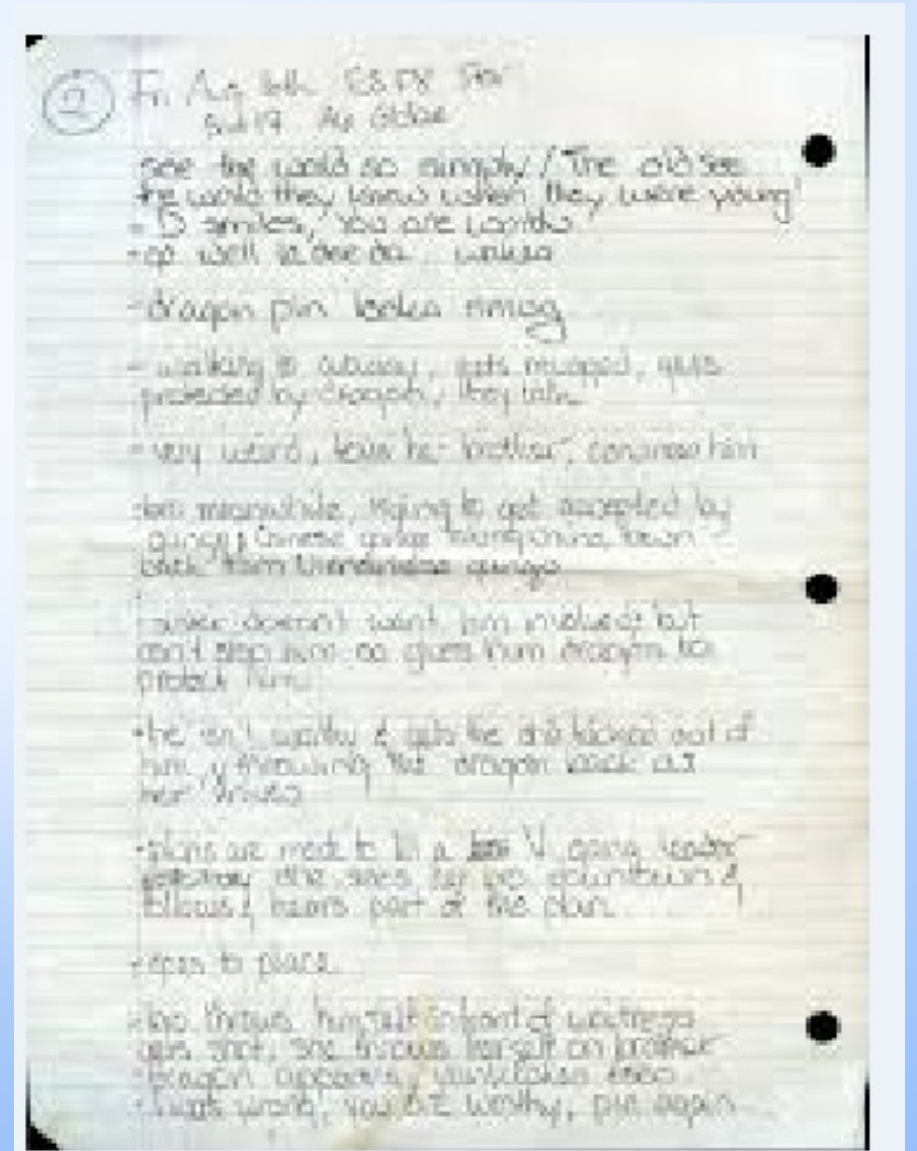
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Note-taking Improves Memory



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Note-taking provides you with a Study Guide



Taking **Lecture** Notes:

Listen for the following:

"Importance" phrases

- "One of the most important..."
- "A major development is...."
- "Another strength is..."
- "Another benefit is...."
- "Be sure to know...."

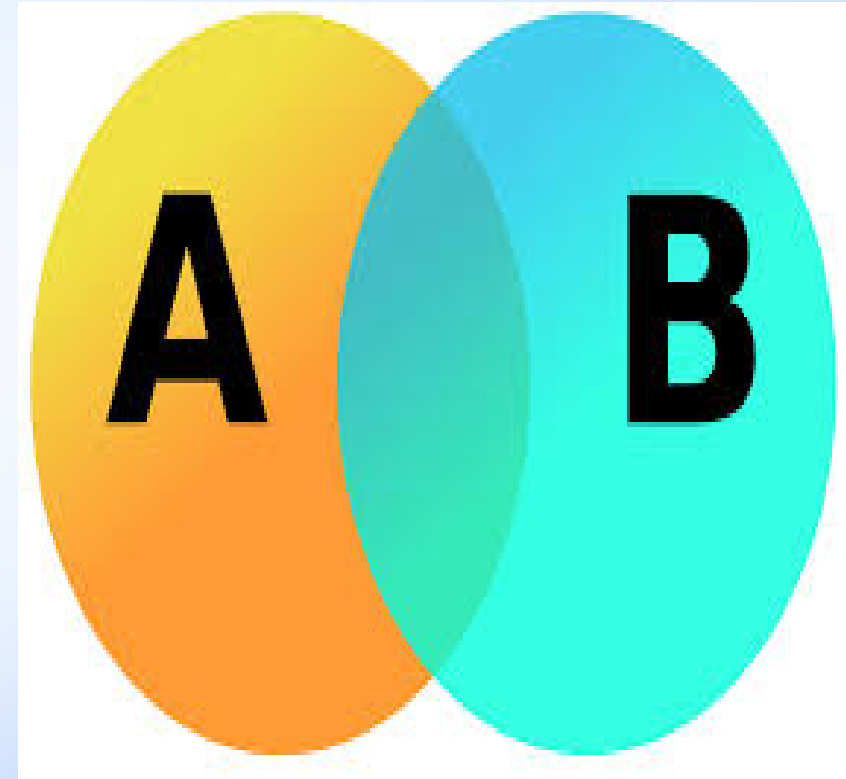


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Listen for the following:

Supporting Details

- “The advantages/ disadvantages are...”
- “Typical characteristics include...”
- “The main differences/ similarities include...”
- “The purpose/ function/ use of this is.....”



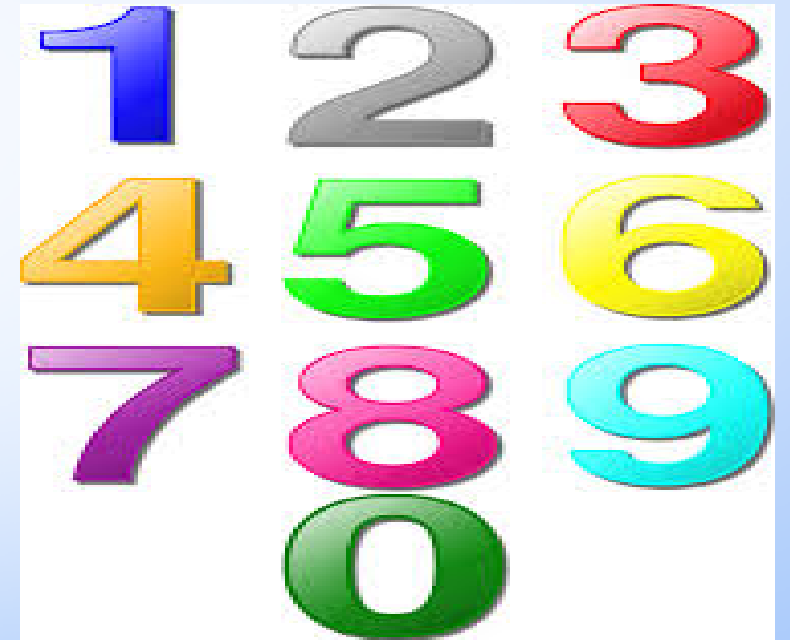
Retrieved from en.Wikipedia.org

Listen for the following:

“**Number**” phrases

- “The first step....”
- “Another reason....”
- “There are 5 types of....”

Long Pauses



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How Should You Write Lecture Notes?

- Provide a title and date for your notes
- Use short phrases
- Draw pictures or create graphic organizer
- Place question marks next to concepts or key terms that you will need to look up later



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How Should You Write Your Lecture Notes?

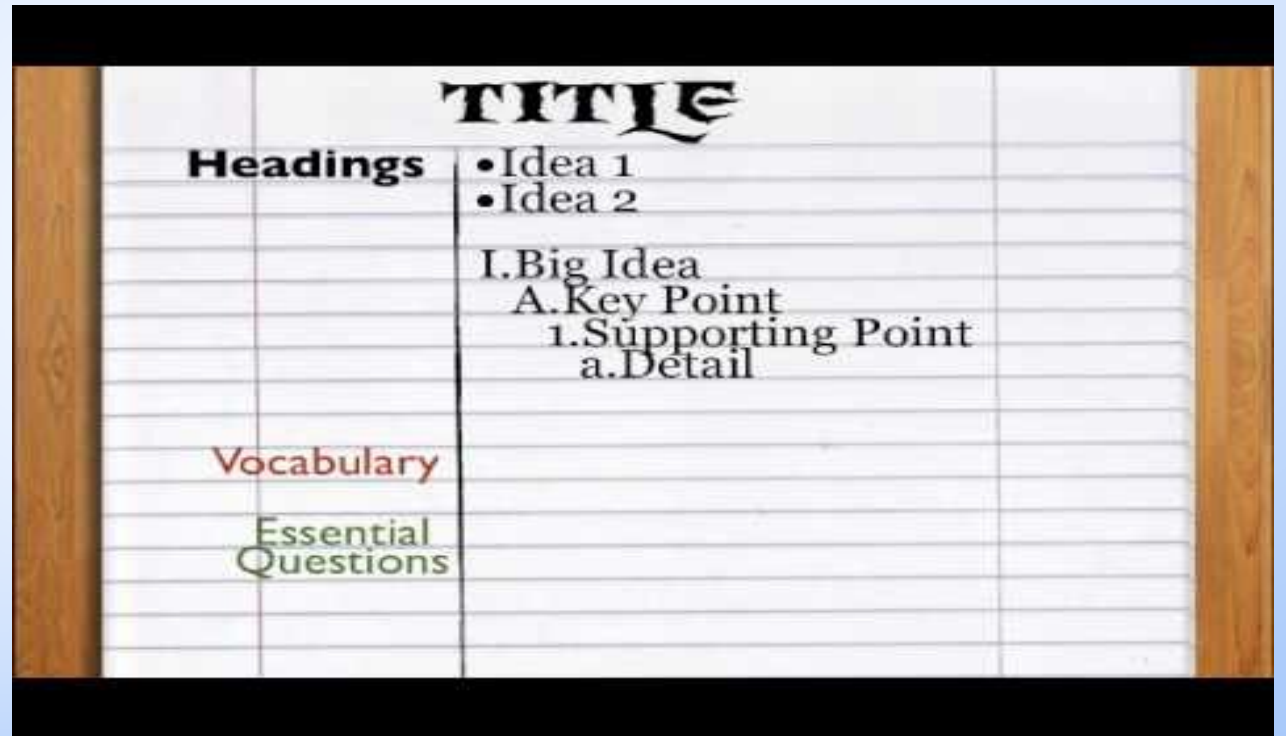
- Print Power Points ahead of time and place comments beside the slides
- Write down bolded, underlined, or italicized words that appear on the PPT
- Write what the professor writes on the board
- Fill in any missing information in your notes right after class



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Note-Taking Structures

- Flash cards
- Cornell Notes



Note-Taking Structures

- **Outlines**
- **Graphic Organizers**
 - Ven Diagrams
 - Mapping
 - Tables/Charts
- **Sentences/ Bullets**

<https://content-calpoly-edu.s3.amazonaws.com/asc/1/documents/StudySkills/NoteTakingSystems.pdf>

Activity #2

Listen to the following lecture and write down at least 3 key points.



References

Academic Skills Center, California Polytechnic State University. (n.d.). *Note Taking System*.

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