Note-Taking Strategies

Name:

Why Take Good Notes?
Without well-written notes, within two weeks you will have forgotten 80 percent of what was discussed in class and 95 percent within four weeks.

1. Write a title and date at the top of each entry to indicate what the information is and when it was written down.

2. Be sure your notes are written neatly and clearly.

3. Keep all notes in a notebook instead of loose paper so they are all in one location.

4. Use various colors to represent different types of information.

5. Highlight important parts of your notes.

6. Do not write down everything the teacher writes or says. Only write down the relevant, important information.

7. Use abbreviations, symbols or other shorthand techniques to make note taking speedier.

8. Ask to see the teacher's or a classmate's notes after class if you were not able to get all of the information. Be sure to ask about any missed notes when absent.

9. If possible, take notes over reading assignments prior to class so all you will have to do is fill in any information you have not already written down.

Cornell Method of Note Taking

1. Put a title and date at the top of the page.

2. Draw a vertical line 1/3 of the way from the left margin.

3. In the left hand side of the page, write key terms, headings and main ideas.

4. In the right hand side of the page, write definitions, details, examples, diagrams, lists and explanations.