

NOTE TAKING TECHNIQUES

The Cornell Method

Divide your paper into three sections:

NOTES: used as the bulk of your paraphrasing

QUE WORDS: section for highlighting the important points and main headings to review

SUMMARY: brief summary of notes, indicate material the teacher might mention in class will be included on assignments and tests.

Split Page Method

Divide your notebook in half lengthwise by drawing a line down the middle of the page. Take class notes on one side and outline the text on the other. This way, when you go to study you will have both on the same page.

Use colors

When you are taking notes, change the color of your pen! Use colors to highlight main ideas or topics, or break up topics by writing all in one color, versus another for a different topic.

The SQ3R Method

Survey - get the best overall picture of what you're going to study BEFORE you study.

Question - Ask yourself questions as you read or study. Questions should lead to emphasis on the what, why, how, when, who and where of study content.

Read - Read actively. Read to answer questions you have asked yourself!

Recite - Try to develop an overall concept of what you have read in your own words and connect things you have just read to things you already know.

Review - Survey what you have covered and go over the notes you have written down. The best time to review is when you have just finished studying something, then again prior to the exam or test.

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