Taking Notes in Lectures

You can develop your own note taking system and study strategy:

**Record * Reduce * Recite * Reflect * Review**

Get a good loose-leaf notebook:
This will enable you to add, delete, and re-sequence pages and materials.

Begin each session's notes with a cover page for later summaries and test preparation.

A typical notes page:

<table>
<thead>
<tr>
<th>Heading</th>
<th>Heading, continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date&lt;br&gt;Class/subject or title or number (e.g. 3/34)</td>
<td>Guest speakers' names, including your fellow students' contributions</td>
</tr>
</tbody>
</table>

2. **Reduce;** after class note:
- key/cue words
- phrases
- questions

Link information from the text or other sources

Place for notes when reviewing/studying (see 5 below)

3. **Recite:** *Talk aloud!*
- Review from memory what you have learned
- Using the left hand margin's key words and questions, talk through, or illustrate definitions, concepts, etc.
- Create your own examples

1. **Record/take notes here:**
   - **identify** the main points
   - **capture** the main ideas

   Use outlines or concept maps

   Use words and pictures and graphs or whatever it takes to get the information down quickly. Avoid quoting unless it is very necessary.
4. Reflect: Think over!

- How does this relate to what you knew before?
- Note the essay terms and find the best ones that refer to your studies: Apply, Compare, Diagram, Evaluate, etc...

5. Review the notes you took

- At your next study session
- Before reading new material
- When studying for tests

Make notes on your "notes page"

Multiple pages of notes for one lecture:

- summarize each page at its bottom,
- summarize the lecture on a cover or end page

Adapted from Walter Pauk (1989) and the Cornell Notetaking System (Dartmouth College, Hanover, NH)

Reference: www.studygs.net