

NOTE TAKING

IMPORTANCE: PROMOTES ACTIVE LISTENING, PROVIDES A FRAMEWORK, FORCES YOU TO PROCESS INFORMATION, IMPROVES UNDERSTANDING



PENCIL

VS.



KEYBOARD

LAPTOP USE FACILITATES MINDLESSLY TRANSCRIBING CONTENT, WHILE STUDENTS WRITING LONGHAND TEND TO PROCESS AND RE-FRAME INFORMATION.

IN STUDIES PARTICIPANTS WHO HAD TAKEN NOTES WITH LAPTOPS PERFORMED WORSE ON TESTS OF BOTH FACTUAL CONTENT AND CONCEPTUAL UNDERSTANDING, RELATIVE TO PARTICIPANTS WHO HAD TAKEN NOTES LONGHAND.



STRATEGICALLY USE POWERPOINT SLIDES IN NOTETAKING, AND EXPLORE APPS LIKE NOTABILITY.

DON'T USE THE SLIDES AS A SUBSTITUTE FOR NOTETAKING
- CLARIFY, ANNOTATE, SUPPLEMENT AND NOTE EMPHASIS.



WHILE TAKING NOTES BE SURE TO MARK AREAS THAT ARE NOT CLEAR AND NEED FURTHER REVIEW. THIS WILL ALLOW YOU TO MOVE ON DURING LECTURE AND THEN GO BACK AND REVIEW LATER.

1 OBSERVE

- MAIN POINTS**
- KEY WORDS**
- EMPHASIS**
- REPETITION**
- OBVIOUS CLUES**

2 RECORD

- TAKE NOTES THAT WILL HELP YOU STUDY LATER**
- CONSIDER USING OUTLINES, CORNELL METHOD, OR MAPS**
- USE YOUR OWN WORDS TO SUMMARIZE LECTURE POINTS**
- WRITE ANY QUESTIONS POSED**

3 REVIEW

- WITHIN 24 HOURS**
- EDIT NOTES**
- FILL IN GAPS**
- WRITE A SUMMARY**
- WRITE QUESTIONS**
- CREATE A VISUAL**
- REPEATED REVIEW**