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**University Learning Center:**

**Crash Course Study Skills #1**

**Note Taking Skills**

Created by Megan Miller

**Overview of the Online Academic Makeover Workshops**

Thank you for taking an interest in the Online Academic Makeover Workshops! The University Learning Center at California State University, Fullerton is passionate about helping students learn how to learn. The goal of the online workshops created by the University Learning Center is to help students understand the value of fundamental concepts that are vital to student success throughout the college experience. In addition to the high impact practice of peer-to-peer tutoring, the online workshops enable students to learn student success secrets virtually anywhere at any point throughout the academic year.

To better support student learning, a workshop packet accompanies each online workshop. Each packet has a pre-reflection, guided notes, and a post-reflection. We encourage students to answer the prompts of the pre-reflection before viewing the workshop video. There are no correct or incorrect responses since the pre-reflection serves as a tool to help the workshop participant to consider themselves and focus on the workshop content that is most relevant to them. The guided notes are intended to help the workshop participant focus on the big ideas presented in the videos. Additional notes are recommended! The workshops are most effective when participants create meaning for themselves. The post-reflection is meant to be completed after the workshop video has been viewed. This section allows the workshop participant to check and see if they understood the main ideas from the workshop and make more personal connections while considering ways to apply what was learned.

The University Learning Center appreciates your interest in our online workshop series, and we hope you learn something new!

Happy Learning!

**The University Learning Center Team**

Pollak Library North

657-278-2738

www.fullerton.edu/ulc

**Taking Notes Online Workshop Pre-Reflection**

1. How do you currently take notes? Please explain in detail?
2. How do you prepare to take notes in your classes? Do you have a system in place? Explain.
3. What do you do with your notes after class? Is this effective? Explain why or why not.
4. What do you already know about effective note taking skills? What questions do you have about taking notes for college success?
5. What are you hoping to learn from this online workshop on taking notes?

**Taking Notes Workshop Guided Notes**

* When it comes to learning and retaining information, output is just as important as input
* Notes help students easily access information later which is important for learning
1. *How to Come to Class Prepared to Take Good Notes*
* Being set up for success in the first place
	+ Show up to class prepared
	+ Make sure you have the right tools
* The Princeton Study
	+ There is debate about notes taken on a laptop vs. hand-written notes
	+ Record what stands out to you about the study:
	+ Which students recalled less information when they were tested later? Explain why this occurred.
	+ Computer note takers tend to record information word-for-word
	+ Paper note taking does have an implicit advantage since it requires less self-control (You won’t be tempted to be on social media and other sites!)
* Guidelines for Paper Note Taking
	+ Have a well-organized notebook with lots of space
	+ Use a good pen or pencil that you enjoy writing with and works! (It’s a good idea to have multiple writing utensils!)
* If Computer Note Taking is More Your Style
	+ Find a good note taking app such as:
		- Ever Note
		- One Note
		- Dropbox Paper
	+ Make sure to close out of any apps or websites during lecture so you stay focused and not distracted
1. *What to Focus on During the Lecture*
* Elements of Good and Useful Notes
	+ Notes need to be packed with the information you need to know for tests and later application and devoid of anything that doesn’t matter
* General Guidelines for Taking Notes
	+ Gauge each class you’re taking early on
	+ Carefully look at the syllabus
	+ Pay attention to any study guides or review materials
	+ Make mental notes about different types of questions on tests
* Cues to Listen for in Class
	+ When the instructor says, “This is important, pay attention.”
	+ You may want to write such information down for later review
* For Class Notes and Reading Notes
	+ Record the big ideas or summaries, overviews, or conclusions
	+ Create bullet lists
	+ Write out terms and definitions
	+ Make note of examples
		- Examples are especially important for classes where you have to apply concepts and formulas for problems (Ex: math and science classes)
	+ For homework, examples become even more important!
	+ The what and how are important and will help you work through problems after class
1. *What Note Taking Method to Use*
* 3 Methods to Consider
	+ The Outline Method
	+ The Cornell Method
	+ The Mind-Mapping Method
* The Outline Method
	+ A method where you record the details of the lecture or book you’re reading in a bullet list
	+ Main ideas or important concepts are top-level bullets
	+ Underneath main ideas are levels of detail
* The Outline Method is great for creating well-organized notes
* A possible downside to this method could be that all your notes may end up looking the same
* Consider formatting your notes to create some variation for different classes, units, exams, or parts of your semester
* The Cornell Method
	+ This method requires you to divide your paper into 3 sections
		- The Cue Column
		- The Notes Column
		- The Summary Column
	+ During the lecture or reading, record your notes in the largest section of the page under the Notes Column
	+ Be sure to use:
		- Concise sentences and shorthand symbols
		- Abbreviations
		- Lists
	+ In the Cue Column, make sure you reduce your thinking
	+ This section is where you would include
		- Main ideas
		- Questions that connect points
		- Diagrams
		- Prompts to help you study
	+ Use the Cue Column for later review and studying
	+ The Summary Area will remain empty until the lecture is over
	+ After lecture, reflect and review and review what you recorded in the Notes Column
	+ Write down 1-2 sentences that summarize the biggest ideas that were covered in the lecture or chapter
	+ The Summary Area is for initial review
	+ Draw out what the Cornell Method looks like:
* The Mind-Mapping Method
	+ This method includes diagrams that visually represent the relationships between the individual concepts and facts related to a lesson
	+ To create a Mind-Map, write out the main concept in the middle of the page, then branch out and record details
	+ Draw out an example of a Mind-Map:
* So, What’s the Best Method?
	+ Well, that’s for you to decide!
	+ Remember that not every class will work best with the same exact method.
	+ Don’t be afraid to try new techniques out and adapt
	+ If a method is not working, change it up

**Taking Notes Online Workshop Post-Reflection**

1. What did you learn from the Taking Notes Online Workshop?
2. What was something from the Taking Notes Online Workshop that surprised you or you found to be the most interesting?
3. Which of the three note taking methods discussed do you think you would benefit the most from? Why?
4. Describe how you will apply what you learned from the Taking Notes Online Workshop.