



Note Taking

Why is Note Taking So Important?

Studies have shown that information during lectures is the number one source of test questions (and answers) on college exams. In addition, note taking is used heavily in a work setting. Note taking can also help you concentrate on the topic at hand. In order to take notes and to write something sensible, one must first understand the text. Taking notes does not mean writing down every word you hear. It is a combination of the original content, your writing style, and your own words.

The 5 R's of Note Taking

1. **Record.** During the lecture, record all *meaningful* facts and ideas as you can legibly.
2. **Reduce.** After the lecture, summarize these ideas and facts concisely. Summarizing clarifies meanings and relationships, reinforces continuity, and strengthens memory.
3. **Recite.** Without looking at your notes, repeat over facts and ideas of the lecture as fully as you can. Do this using your own words.
4. **Reflect.** Think about your own opinions and ideas. Raise questions and record original ideas.
5. **Review.** If you will spend 10 minutes every week or so in a quick review of these notes, you will retain most of what you have learned.

Advantages of a 3-Ring Binder

- Notes are easily inserted or removed to organize or reorganize your notes as you progress through the course.
- New course papers can be easily added to your binder to keep all of your course information in one place.
- Dividers can be used in your bind to separate different topics and chapters.
- Most binders have pockets either in the front, back, or both where you can store more course materials.

What to Do When You Review

- Review within 24 hours
- Edit notes for clarity
- Fill in missing information
- Fill in the word information
- Consider writing a summary
- Write down any questions you have
- Consider creating a visual



Why Reviewing is Important

Without continued practice and rehearsal, information is lost. The way to retain as much information as possible is to continue to review and think about the material from the time it is introduced until you are tested. With each review, more of the material is solidified in your long term memory.

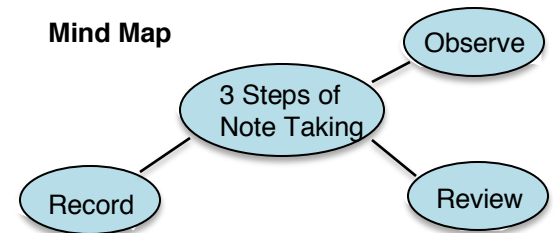
You Should Say “Yes” to the Following When Reviewing Your Notes

- My notes are understandable.
- My notes help me remember the lecture.
- My notes help me prepare for exams.

Note Taking Methods

Mind Map Method

A two dimensional drawing or visual diagram of the critical information and concepts being discussed. It uses a core topic and then branches off to subtopics and ideas.



Helpful Links to Explore

Evernote

<https://evernote.com>

Let's you take notes and sync files across devices.

NoteHomepage

free.notehomepage.com

An attachment to Chrome that is a simple way to keep track of notes and stay in sync with people.

Workflowy

<https://workflowy.com>

Organizes notes vertically in a linear fashion.

Cornell Method

In Cornell's method, you take notes on the right side of the paper and use the left hand column during review to write key words. The bottom of the page provides space for you to write summaries of the notes. It is also important that you only write on one side of the paper.

Cornell Two-Column Notes	
Keywords:	Notes:
	Types of Matter
Solids	I. Solids A. Have a definite shape B. Have a definite volume
Liquids	II. Liquids A. Do not have a definite shape B. Have a definite volume
Gases	III. Gases A. Do not have a definite shape B. Do not have a definite volume
Summary: (Insert summary of lecture after class.)	

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