Note-Taking Strategies Handout

1. Outline Format:

   - “Fill-in-the-blank”
   - Linear style requires students to record ideas in the order they are presented
   - Helpful when instructors present well-organized lectures
   - Example:
     I. Main Topic
        A. Major Sub-Topic
           1. Minor Sub-Topics
              a. Details
     II. Main Topic
         B. Major Sub-Topic
            2. Minor Sub-Topic
               a. Details

2. Concept Map Format:

   - Graphic organizer method
   - Could be a “web”, but other variations exist
   - Where information is placed on the page shows level of importance and relationship to one another
   - Great for visual learners
   - Example:
3. 2 Column Format

- Main idea, terms, key words, and/or study questions in left column
- Notes in right column
- Review or “quiz” yourself by folding the paper in half, according to the columns. Cover up notes in right column, read main ideas and try to recite notes that correspond
- Quick and easy to use in all courses
- Example:

<table>
<thead>
<tr>
<th>Main Idea, terms, key words, study questions</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Independent Clause</td>
<td>• Group of words that contains subject &amp; verb</td>
</tr>
<tr>
<td></td>
<td>• Is a sentence</td>
</tr>
<tr>
<td></td>
<td>• Expresses a complete thought</td>
</tr>
</tbody>
</table>

4. 3 Column Format

- Main idea, terms, key words, and/or study questions in left column
- Notes in middle column
- Questions, diagrams/visuals, examples, and/or answers in right column
- Review or “quiz” yourself by folding the paper accordion style. While reviewing one column, try to recite the information written in other columns
- 3rd column is an addition to basic 2 Column format and works well for visual learners
- Example:

<table>
<thead>
<tr>
<th>Main Idea, terms, key words, study questions</th>
<th>Notes</th>
<th>Questions, diagrams, visuals, examples, answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Dependent Clause</td>
<td>• Group of words that contains subject &amp; verb</td>
<td>• Ex: When Jim studied in the library for his chemistry quiz</td>
</tr>
<tr>
<td></td>
<td>• Is NOT a sentence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Does NOT express complete thought</td>
<td></td>
</tr>
</tbody>
</table>
5. Cornell Format

- Note-taking process is divided into 3 steps
  - Begin by taking notes in class under right column
  - Review notes after class by adding main ideas and questions in left column
  - Write a summary of learning at bottom of notes

- Most powerful format of note taking

- Provides student with an opportunity to delve deeper with topics, while still considering the “big picture”

- Example: