Taking Notes:

Gathering Information from Textbooks and Lectures

Your notes primarily come from two sources: assigned readings and in-class/online lectures.

READING TEXTBOOKS

Why read the textbook?

- Reading the textbook helps you prepare for class/labs, understand content better, and do well on exams.

How do you read and take notes from a textbook?

- Make reading a habit: read daily—the more often you read, the easier it becomes.
- Set goals such as reading for 15 minutes per day, and reward yourself.
- Use Active Reading:

Active Reading Methods

- ❖ Pseudo Skim:
    - o Skim paragraphs quickly, figure out which hold the most information and focus on those.
- ❖ Read Backwards:
    - o Start with the summary, vocab lists, review questions—what is the chapter about? What does it want you to learn? Then go back and look at the chapter. Find out where the information comes into play (Don't worry—you won't spoil the book by reading the end of the chapter first).
- ❖ Create Questions as you Read:
    - o Write down questions about what you don't know or understand (doing this before class allows you to get your questions answered), and turn the subheadings into questions.
- ❖ Mark Up the Book:
    - o Take notes in your own words and terms, use flags or sticky notes, and highlight important information.

TAKING NOTES DURING A LECTURE

Why take notes?

- Taking notes helps you pay attention and follow-along in class, decreases your chances of missing important information, and helps you do well on exams
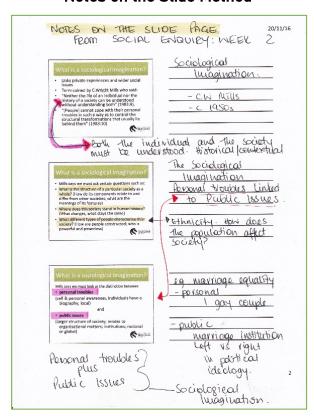
How do you take notes in class?

- <u>Outlining Method</u>– Organize information with headings and subheadings.
- <u>Cornell Method</u>– Divide your paper into three sections: one for notes, one for cues (key points), and one for writing a summary.
- <u>Notes on the Slide Method</u>: Write your notes on the lecture slides provided by your professor.
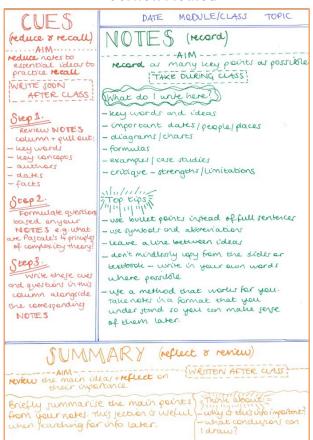- <u>Mind Mapping Method</u>: Create a web based on information and key themes.

Outlining Method

Cornell Method

Notes on the Slide Method

Mind Mapping Method