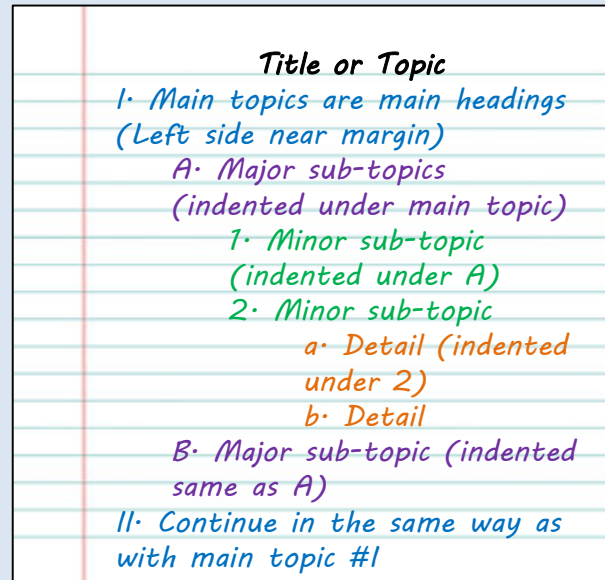


How To Take Notes

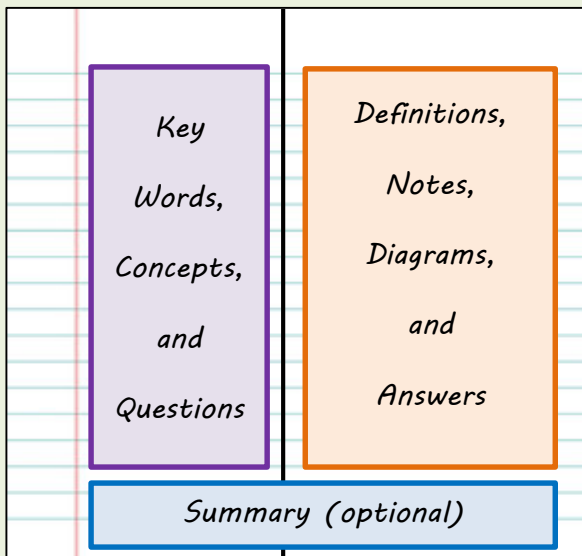
- Check out these different ways to take notes during lectures or when reading.
- Remember, there is no right way when it comes to note taking, find a structure that works best for you and your learning.
- Got a great strategy to take notes? Tell us about it at learning@uvic.ca.

Outline Notes

- One of the most common notetaking styles used by university students.
- Place more general information (or major points and headings) on the left.
 - Each more specific piece of information is indented with spaces to the right.
- Level of detail is based on distance from left side.
- **Advantages:**
 - Provides organization to the notes by showing the relationship between points.
 - Helpful for lectures where the instructor is presenting notes in an outline format (like many powerpoint presentations).
 - Turn major points into exam questions for later review.



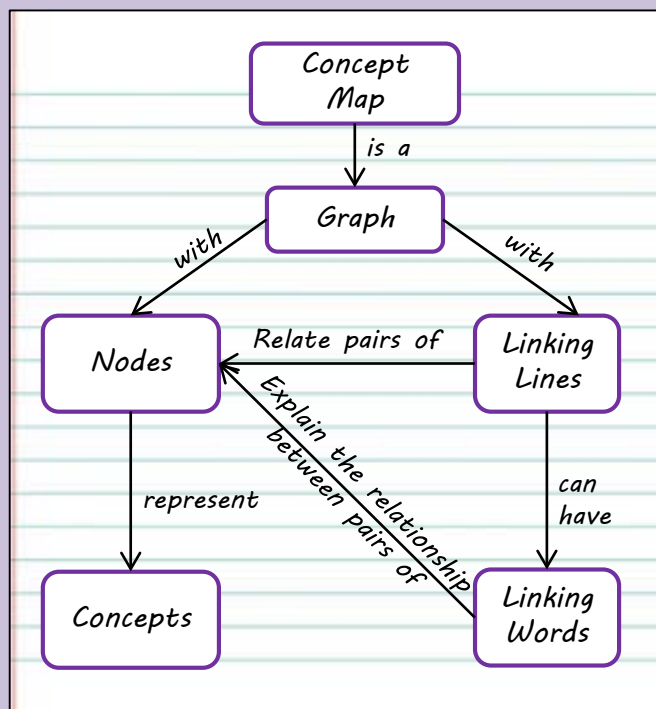
Cornell Notes



- When using Cornell notes, different parts of the page have different purposes and functions.
- Draw a line down the page (about 1/3 from the left).
- Key words and concepts on the left (shown in **purple**).
- More detailed notes (e.g. diagrams and definitions) are written on right side (shown in **orange**).
- You could include a summary piece (shown in **blue**) at the bottom to re-cap what was read or said.
- **Advantages:**
 - Gives organization to your notes.
 - Allows you to quickly find key words and concepts when reviewing later.
 - Can be a study guide for exams.
 - Cover the right side and use the left side to test what you remember.

Concept Mapping Notes

- Visual representation of the facts and ideas presented in lectures or readings.
- **Advantages:**
 - Shows connections between facts and helps with understanding relationships (e.g. between theories, people, concepts).
 - Can use for studying by covering one or more nodes and trying to remember what is being covered based on the connections.
 - Great for visual learners.
 - Can add colour to represent even more connections between nodes.
- **When to Use:**
 - You need a non-linear way of organizing the info you are learning.
 - When information is connected in multiple ways and you want to be able to see all the connections.



Charting Notes

- Can be useful when lectures or readings have a distinct format (e.g. presenting theories where you need similar information for each or chronological events).
- Set up the paper with columns and rows and fill in the boxes with the information you need.
- Set up your page before class or completing the readings with columns headed by different categories. As you listen to the lecture or read the text, record the information (words, phrases, main ideas, etc.) into the corresponding category.
- **Advantages:**
 - Helps you pull out the important information and arrange it in an easily accessible table.
 - Reduces the amount of writing needed because the headings guide your notetaking.
 - Organization of notes allows for easy review of information later.
 - Easily able to see the relationship between sections on the chart.

	<i>Info Category 1</i>	<i>Info Category 2</i>	<i>Info Category 3</i>	<i>Info Category 4</i>

	<i>Time Period</i>	<i>Important People</i>	<i>Events</i>	<i>Significance</i>