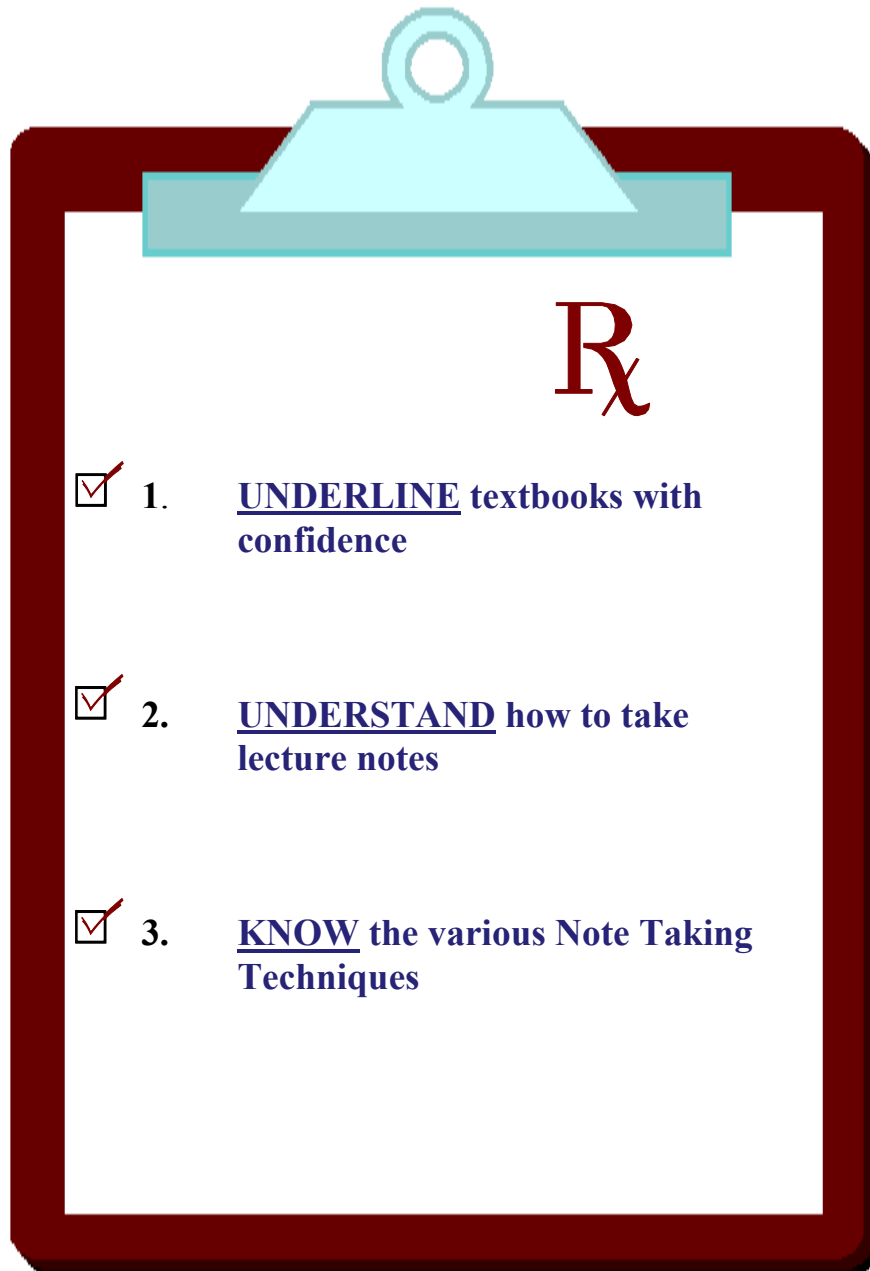


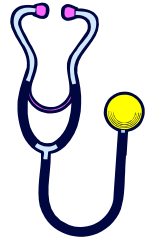
PRESCRIPTION FOR NOTETAKING

Knowing what to underline in texts or what to record in lectures can be difficult. Both of these skills are necessary for mastery of subjects and test preparation. Try these prescriptions to become a more efficient and effective note taker.





STEP ONE: UNDERLINING TEXTBOOKS



UNDERLINING CAN BE THE BIGGEST TIME WASTER OR THE BIGGEST TIME SAVER.

STEPS FOR UNDERLINING

1. Analyse your background - How much do you already know?
2. Preview - Read - Then underline.
3. Underline main points and key support details. **DO NOT** underline complete sentences.
4. Keep pace fast and efficient.
5. Find important terminology - more than 60% of test questions are based directly on knowing and understanding terminology.
6. Use a system that makes the relationships between topics clear.
7. Suit your system to your subject. The amount you underline ultimately depends on the nature of the course and your background knowledge.



MARGINAL ANNOTATION



Used instead of underlining or with underlining. This demands more emotional involvement because you have to react and summarize information using key words or phrases.

You are forced to think, monitor your comprehension, and evaluate as you go along.

If you underline effectively, a normal chapter that takes about 1-1 ½ hours to read can be reduced to ½ hour or less to study.



STEP TWO: HOW TO TAKE LECTURE NOTES



1. BEFORE LECTURE

- Review your notes from the previous class.
- Do any required reading.
- Meet with your professor to clarify any areas that are not clear.
- Get the notes if you miss class and make sure you understand them before you copy them.
- Have all materials - pens, texts and paper.

2. DURING LECTURE

The Basic Principles of Note Taking:

- Sit at front and establish eye contact.
- Eliminate distractions
- Always date your notes and use headings, so you can easily locate the material for the tests.
- Develop your own shorthand style for common words.
Example: at = @, with = w/
- Never try to write everything you hear. Concentrate on key ideas
- Be alert to signals: What is emphasized through visuals or speech?
- Use loose-leaf paper and binders, so you can add handouts. Keep each course separate.
- Mark ideas that are unclear.
- Don't plan on recopying notes as this is often a mechanical process, and there is no learning taking place.
- Avoid using a tape recorder; this will just double your class hours.
- Leave spaces in your notes to add any information later.

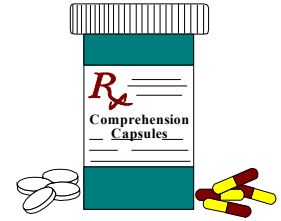


3. AFTER LECTURE

- Immediately review your notes and fill in any gaps.
- Form questions in the margin of your paper and practice reciting.
- Review all of your notes each week. You will have less to study when the actual test comes along!



STEP THREE: NOTE TAKING TECHNIQUES



OUTLINE FORM

- Shows the relationship between ideas and the supporting examples or facts.

METHOD

- Main ideas listed with Roman numerals and/or capital letters.
- Supporting information listed with lower case letters and/or numbers.
- If you are pressed for time, you can also use an informal method of listing main ideas and a consistent system of indenting and dashes for supporting information.

<p>I Main idea #1</p> <p>II Main idea #2</p> <p>III Main idea #3</p>

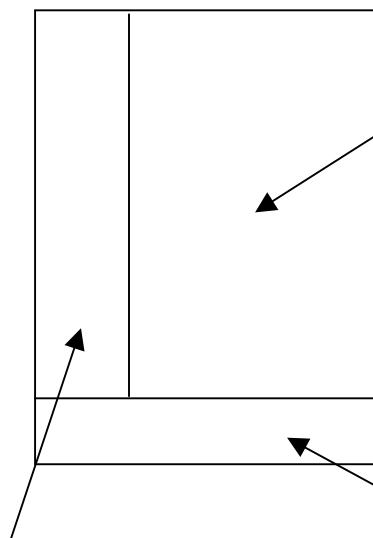
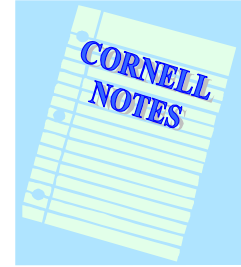
<p>I</p> <ul style="list-style-type: none">1 Support information #12 Support information #23 Support information #3 <p>II</p> <ul style="list-style-type: none">abc <p>III</p> <ul style="list-style-type: none">---

CORNELL METHOD

- When used with the formation of questions, it is one of the best methods for test preparation.

METHOD

- Draw an inverted T on the page as follows:



Section 1

The largest section of the page is used to write your lecture notes. Record your notes informally in this area.

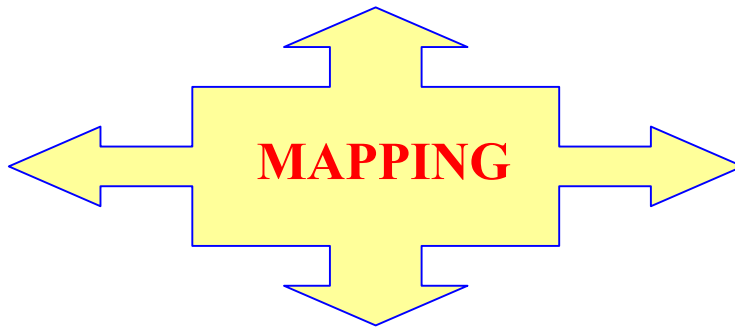
Section 2

The smaller section on the left is called the cue column. After the lecture, form probable test questions from the notes, which you recorded on the right side. Enter your questions in the cue column.

Question types: how, what, when, who, explain, compare, list, describe, discuss, etc.

Section 3

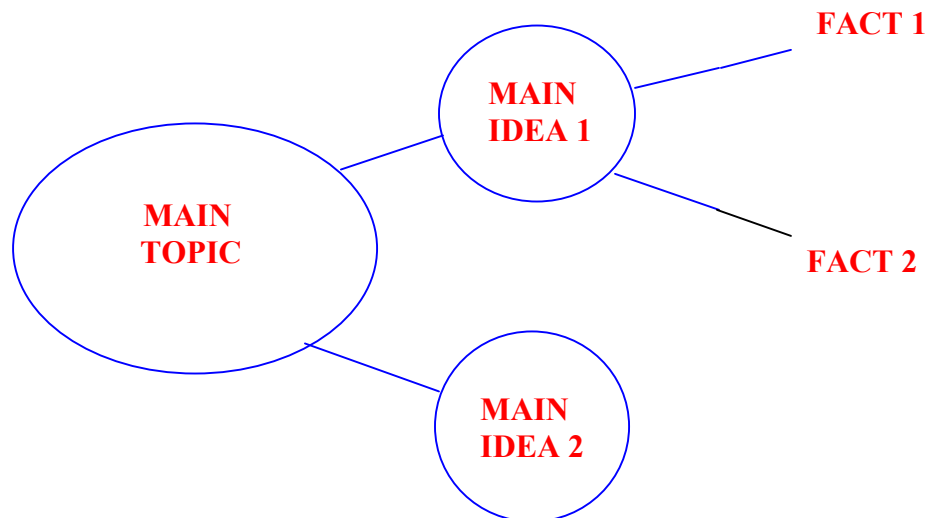
The bottom section is the summary area. Write a brief summary of your notes and/or any important information that is going to be on the test. Is this a weak area you should work on?



An effective way to organize information relationships

METHOD

- **Place main topic at centre of paper within a shape (oval or rectangle).**
- **Draw lines outward from the main topic and write in main ideas within a shape (circles or squares).**
- **Draw lines from main ideas and enter facts or details (no shape required).**



NOTE:

Maps may be difficult to do as the teacher is talking. They may be done after the lecture as a form of review. Leave room in your notes to draw the maps.

COMMON ABBREVIATIONS FOR NOTE TAKING

Word or Phrase	Abbreviation	Word or Phrase	Abbreviation
With/Without	w/, w/o	Following	ff
And	&	Question	? or Q
Definition	def	Page	p.
Introduction	intro	Most important	imp. or *
Example	ex	Less than	<
Important	imp't	More than	>
Continued	con't	Percent	%
Therefore	∴	Change	Δ
Leads to	⇒	To; too; two	2
Organization	org	Care of	c/o
Information	info	And so forth	etc.
Does not equal	≠	That is	i.e.
No Good	ng	Minus, negative	−
Compare	cf	Approximately	≈
Because	b/c	Number	no. or #
Subject	subj	Increasing	↑
As a result	←	Decreasing	↓
Means; resulting in	→	Against	vs

Leave out the words “a” and “the”.

Leave out auxiliary or unimportant verbs.

Write out a term or phrase the first time; the next time, use initials.

Substitute word beginnings for entire word.