

*\*See page 2 for directions*

**DATE:**

**TOPIC(S):**

**CLASS:**

**Questions & Cues:**

**Notes:**

**Directions:** Use the right-hand column for taking notes in class (main points, details, facts); use the left-hand column after class to pull out main ideas, study prompts, and hints; use the bottom section to summarize main ideas.

*Examples:*

RECALL COLUMN	NOTE-TAKING COLUMN
<p>Use this side to:</p> <ol style="list-style-type: none"> <li>Identify places to revisit, gaps where you need clarification or questions you have from the lecture.</li> <li>Create questions to study from (based on the information to the right)</li> <li>Highlight keywords</li> <li>Make connections to other material either from your experience or from the textbook.</li> <li>Reduce ideas and facts to concise summaries and important topics.</li> </ol>	<ol style="list-style-type: none"> <li><b>Record:</b> During the lecture, use the note taking column to record the lecture using telegraphic sentences.</li> <li><b>Questions:</b> As soon after class as possible, formulate questions based on the notes in the right-hand column. Writing questions helps to clarify meaning, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam-studying later.</li> <li><b>Recite:</b> Cover the note-taking column with a sheet of paper. Then, looking at the question or cue-words in the question and cue column only, say aloud, in your own words, the answers to the questions, fact, or ideas indicated by the cue-words.</li> <li><b>Reflect:</b> Reflect on the material by asking yourself questions. For example: "What's the significance of these facts? What principles are they based on? How can I apply them? How do they fit in with what I already know? What's beyond them?"</li> <li><b>Review:</b> Spend at least ten minutes every week reviewing all your previous notes. If you do, you'll retain a great deal for current use, as well as, for the exam.</li> </ol>
<p><b>Adapt this to problem-based notes!</b></p> <p>If you're taking notes that include practice problems (Math, Physics, etc.), use your <b>Recall Column</b> to work the problem out, and your <b>Note-Taking Column</b> to explain all of the steps! See an example: <a href="https://beav.es/Zrk">https://beav.es/Zrk</a> (scroll to page 3)</p>	
<p><b>SUMMARY</b></p> <p>After class, use this space at the bottom of each page to summarize the notes on that page. Putting notes into your own words, and consolidating ideas, is a fantastic way to begin learning the information. You're making connections, finding gaps in knowledge, and setting yourself up to jump into your study with a better awareness of where to start and focus.</p>	

**SAMPLE NOTE-TAKING : CORNELL METHOD**

9/30/17	
	Note-taking
<p>3 main steps:</p> <ul style="list-style-type: none"> <li>- before</li> <li>- during</li> <li>- after</li> </ul>	<p><b>Before</b></p> <p>prepare by reading, look over notes before class starts, print ppts, think about ?'s why? → helps organize information and prepare your brain to listen.</p>
<p>⊙ what do you write if it's all on the ppt slide you print?</p>	<p><b>DURING</b></p> <ul style="list-style-type: none"> <li>• Develop a system for writing that makes sense to you (codes, abbreviations, etc.) ex: w/ b/c A ppl gov't</li> <li>• listen for important points - cues include tone, body language, emphasis, written on board.</li> <li>• if it's going too fast: ask ?'s, write what you can + leave space, abbreviate examples</li> <li>• listen for organizational cues for what is coming next</li> <li>• if you're going to record, ask the prof first</li> </ul>
<p>⊙ had out % from prof. →</p>	<p><b>AFTER</b> - most important</p> <p>students who review notes remember more for exams than those who don't!</p>
<p><b>Summary:</b></p> <p>Note taking isn't just what happens in class, but how you prepare for and review material before and after class - all 3 are important * and this connects to the memory process - repetition * !!</p>	
<p>⊙ practice test questions:</p> <ul style="list-style-type: none"> <li>- name 3 cues to indicate importance</li> <li>- provide examples of possible abbreviations</li> <li>- describe why it's important to prepare before class</li> </ul>	

Image source: The Learning Corner @ The Academic Success Center at Oregon State University