



NOTE-TAKING STRATEGIES

Cornell Method vs. Outlining Method

Here are two examples of methods for taking notes. Some methods may work best in certain subjects or courses, and you may need to use a combination of two or more. This isn't an exhaustive list, so there's no need to feel limited. Find a system that works for you, but remember to keep an open mind to always improving!

OUTLINING METHOD

Page #:

Today's Date:

Class Topic: How To Outline Notes:

I. The first level is reserved for each new topic/idea and is very general.

- a.** This concept must always apply to the level above it (I).
 - i.** This concept must always apply to the level above it (a).
 - ii.** This is a second supporting piece of information for the level above it (a) but is equal to the previous information (i).
 - iii.** This information is a sister to (i) and (ii).
- b.** This concept applies to the level above it (I) and is a "sister" to (a).

II. You don't exclusively have to use Roman Numerals, Letters, and Numbers – try using indents, dashes, and bullets instead!

III. Outlining requires listening and writing in points, and in an organizational pattern based on space indentation.

- a.** Advantages to outlining:
 - i.** It is well-organized.
 - ii.** It records relationships and content.
 - iii.** It reduces editing and is easy to review by turning the main points into questions.
- b.** Disadvantages to outlining:
 - i.** It requires more thought during class for accurate organization.
 - ii.** It does not always show relationships by sequence.
 - iii.** It doesn't work well if the lecture is moving at a quick pace.