

A SMART SYSTEM OF NOTE-TAKING

"Students who take no notes, forget approximately 80% of the lecture by the end of two weeks."

Walter Pauk, How to Study in College, 1984.

If you don't take notes and you don't review them from time to time during the year you are hurting yourself. By developing good listening and note-taking skills you can save yourself a lot of time "cramming" before examinations. This note-taking technique was developed at Cornell University. It is not the only note-taking system, but it is one that you may find useful.

This is how it works:

- **Write your notes on loose leaf paper in your binder.** This way you can insert homework, summary sheets, questions to bring to class, test papers, etc. You will need to find these things later.
- **Divide each note page** so that you have a wide column on the right for notes taken in class and a left hand column for summary notes. Immediately write the date and page number at the top of the left side
- **On the right side, copy down anything** on the board, any pictures, etc. Add what the teacher says. Use your own language, and after the first spelling of important words, use abbreviations. TXT spelling is OK in your own notes.
- **As soon after class as possible, review the notes in the right column.** If you are not sure what anything means, check your textbook, search the web, ask another student, ask the teacher. Compare the information with the book and/or other students' notes. Make sure that it all makes sense. Write any questions on the left side.
- **In the left hand column** write any definitions, key words, formulas, summary points, etc. that you can find in your lecture notes. Write down what **you** would ask on a quiz! Also, write down questions you can ask the teacher the next day. These notes in the left hand column will serve as your study notes, letting you save time before exams.
- Prepare a summary of the lecture material and record it at the end of the notes. The summary may be in sentences or short phrases. It should include only the **main ideas** from the lecture.
- To study, cover up your lecture notes and test yourself on the key words, definitions, etc. in the left hand column. How much can you remember? Practice reciting the information out loud as this is one of the most effective ways to improve your memory.
- **If you understand what happened in class every day, then you are sure to pass every test!**

Sample of the Cornell Note-Taking System

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CALLUP

copy board
own words
always take pix
use abbrvs
txt not ok for vocab
Go over notes soon

Copy imp stuff left side
dates, names, vocab, places
formulas, main ideas

Summary at bottom
To study, use sum & left side 1st

? use txt spelling on homework?

? y not spiral notebook?

Why is it so important to take notes?

What does CALLUP mean?

What is the most important part of taking notes?

How to take notes

Start w/ line top to bottom
Left side put date - page so if fall out can put them back in order

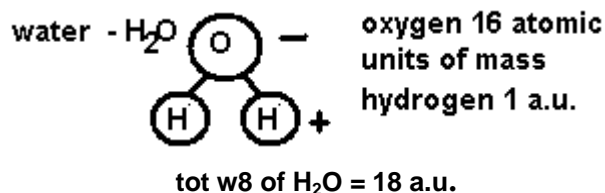
CALLUP - Copy all on brd, Add tchr & stdnt commnts, Lstn to ? & write, Lstn to answr & write, Use abbr, Put in own wrds

Write what is on brd

Summarize what tchr says, in own words

Don't w8 for tchr to tell to write it down

Always copy pix
And label



Use abbr when possible - txt msg spelling ok in notes

only worry about spelling for vocab
ex - mya for million years ago - dinos extinct 65 mya

ex. solar system is everything going around Sun. after 1st time use ss instead of spelling out 'solar system'
ss includes planets, asteroids - after 1st time use astr

Galileo not invent telescope - Gal used tel to find moons of Jupiter

as soon as posble, go over notes and c if they make sense.

If u don't under ur own notes, check book or web, ask friend or tchr

don't w8 until 2 L8!

then copy imp words, ideas, dates to left side

also ? for teacher

what would u ask on a test??????

at bottom try to summarize all
if can't ask tchr or friend

Good note skills means copy everything on board, what teacher says in own words, then review soonest to make sure u understand. Then copy main points to left side, summary at the bottom. If don't, will forget.