

NOTE-TAKING

- Are you unable to follow your class lectures?
- Do you want to take effective notes?



Follow this presentation to take clear, constructive notes.

Why should you take notes?

- Notes are a useful record of key information.
- Writing notes helps you remember what you heard.
- Taking notes helps you to concentrate and listen effectively.
- Selecting what to note down increases your understanding.
- Notes create a resource for exam preparation.
- Notes taken in classes often contain information that can't be found elsewhere.



THE BEST NOTE-TAKING METHODS FOR COLLEGE STUDENTS:



#1: The Outline method

- Add your main points as bullet points, elaborate on them underneath.
- For any piece of supporting information, create a nested bullet point below it. Keep your points brief.
- This method is ideal for when you need to jot down information quickly, like during lectures or meetings.

TITLE

- This is a main topic
 - This is a sub-topic
 - This is a thought or supporting fact
- This is a main topic
 - This is a sub-topic
 - This is a thought or supporting fact

#2: The Cornell Method

- It's designed to make you actively think about your notes as you go along.
- All notes from the class go into the main note-taking column.
- The smaller column on the left side is for comments, questions or hints about the actual notes.
- After the lecture, summarize the main ideas of the page in the section at the bottom.

TITLE

Date

Keywords

- Main notes
 - ideally using abbreviations

Questions

- Key thoughts

SUMMARY

#3: The Boxing Method

- It gives you an at-a-glance overview of your topic.
- Each section or subtopic of your notes will live in its own labeled box.
- Each page or set of notes will be for one course or topic.
- In each of the boxes, summarize the key points from each individual lecture (or subtopic). Label the boxes accordingly.
- At the end, you have one summary page of all the key points for that course.

TOPIC

SUB-TOPIC

- Key points

SUB-TOPIC

- Key points

SUB-TOPIC

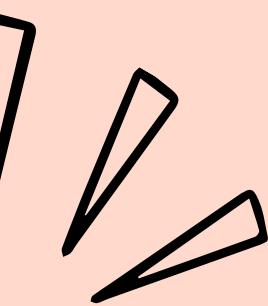
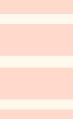
- Key points

- Key points

SUB-TOPIC

- Key points





#4: The Charting Method

- A great way to organize different items or concepts that all share several properties.

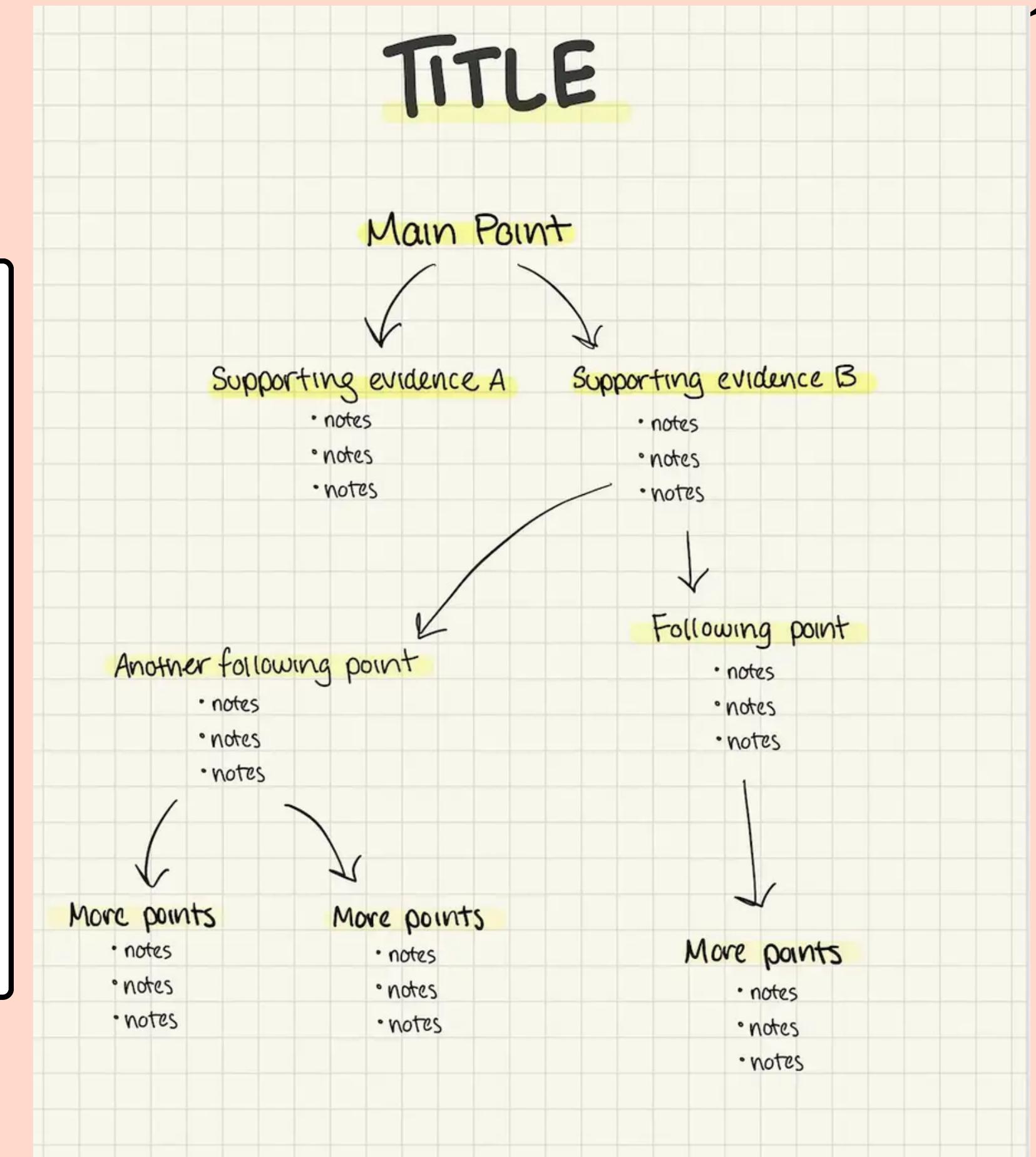
For example, if you were studying up on chemical elements, each row would be a different element, and columns would list out their properties, such as atomic mass, melting point, colour, etc.

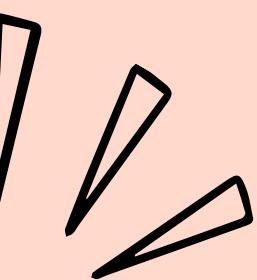
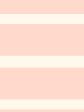
Method	Description	When to use	Pros	Cons
Outline				
Cornell				
Boxing				
Charting				



#5: The Mapping Method

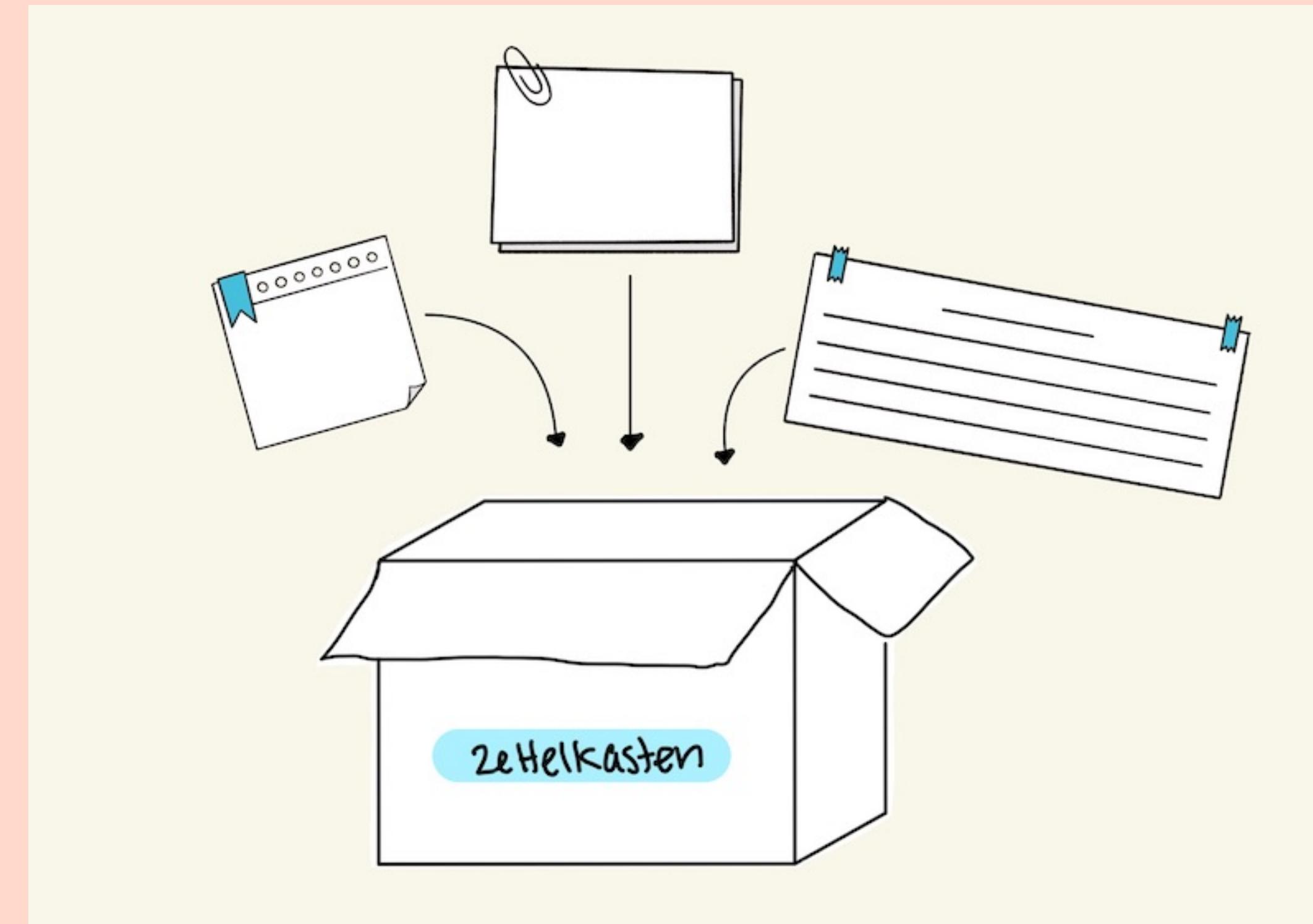
- This method organizes your notes by dividing them into branches, helping you to establish relationships between the topics.
- Start with writing the main topic at the top of the map. Keep dividing it into sub-topics on the left and right as you go down.
- This method is perfect for when individual points require a lot of explanation.





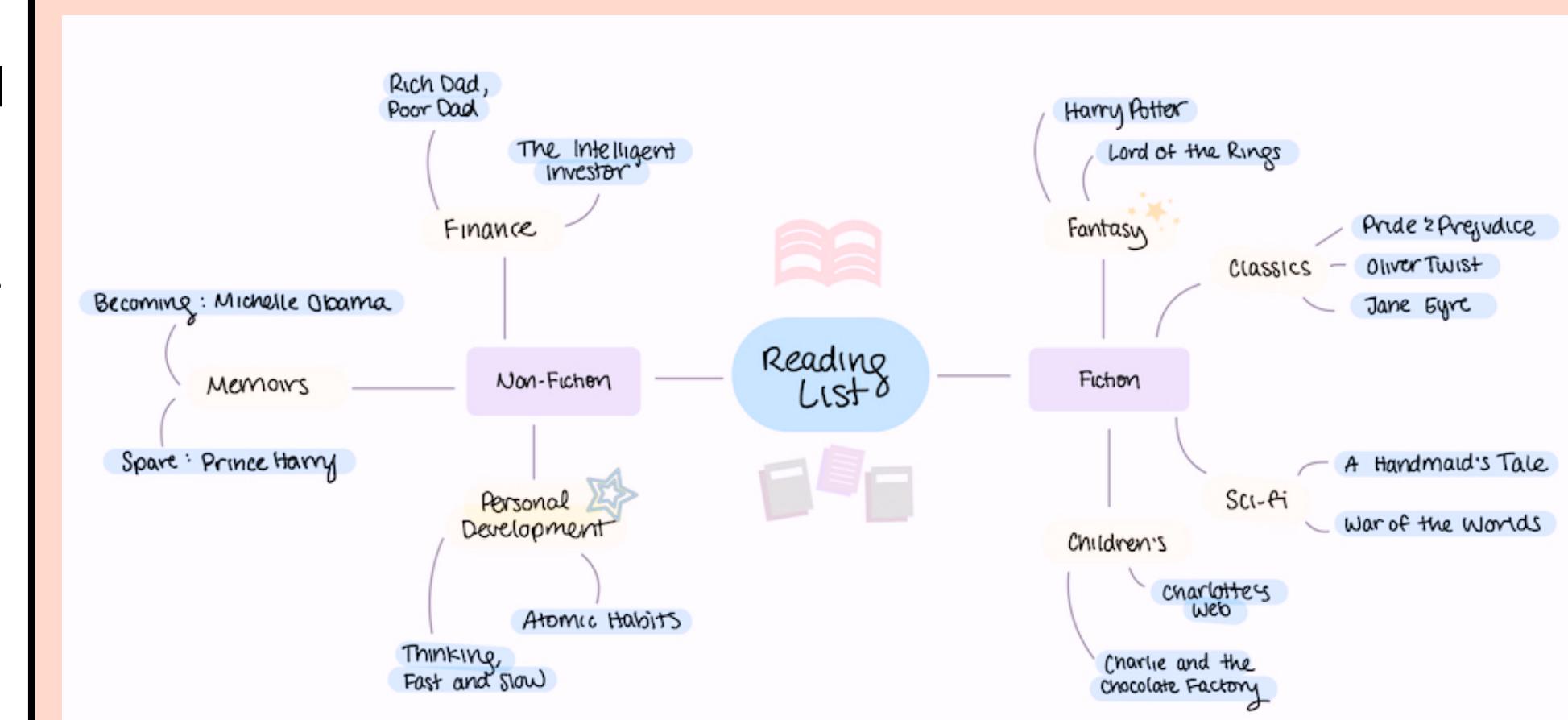
#6: The Zettelkasten Method

- Helps in organizing knowledge for long-term reference and development.
- You write one idea on one card (a "zettel"), and store it in a box (a "kasten").
- You create connections between note cards with tags, creating a growing encyclopedia of knowledge over a certain topic.



#7: Mind Mapping

- It starts with a central topic and uses branches and sub-branches to connect related details or ideas.
- Mind maps are amazing for synthesizing new ideas.
- They break down large ideas into smaller pieces. They create and discover new connections between different ideas.
- They visually present ideas and how different elements are related.





Thank you!