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MORRISVILLE STATE COLLEGE

Collegiate Science Technology Entry Program

CSTEP ACADEMIC WORKSHOP SERIES



EFFECTIVE NOTE-TAKING

Before Note—Taking

Create a positive affirmation about taking notes.

Establish a time limit (ex. 1 hr. per chapter).

Get note-taking supplies that fit your style (ex. Pens/pencils, note-cards, computer, etc.).



Read and take notes on homework assignments before class.

Prepare a list of questions for class based on homework assignments.

Bring note-taking supplies to every class.

During Note—Taking

- Use the outlined method (major topics vs. sub-topics).
- Use a concept map.
- Use the Cornell Method.
- Record only important ideas.
- Make notes vs. take notes.
- Listen and look for cues.
- Record the class.
- Leave spaces and fill in afterwards.
- Use abbreviations.
- Listen for answers to prepared questions.

After Note—Taking

- Review your notes.
- Compare notes.
- Revise your notes as appropriate.
- Review your notes periodically.
- Rehearse and/or discuss your notes out-loud.
- Draw connections between lectures and notes from the text.

*Learning in stages
increases confidence and
reduces the need to cram.*

Cornell Note-Taking Method

MAIN IDEAS

DEFINITIONS

TEST QUESTIONS

FORMULAS