

Note-taking and Efficient Reading

Session Topics

- Note-taking strategies
 - Before and during the lecture
 - Recording your notes
 - Review your notes
- Efficient reading
 - Being an active reader
 - Techniques for college courses

How do you approach note-taking?

- Listen and take notes from the following article, Michelle Trudeau's NPR article, 'Video Games Boost Brain Power, Multitasking Skills.'
- <http://www.npr.org/2010/12/20/132077565/video-games-boost-brain-power-multitasking-skills>

Discussion Questions

- How do you take notes?
 - Structure
 - Location
- What do you write and how much?
- Do you review your notes?

Note-taking Process

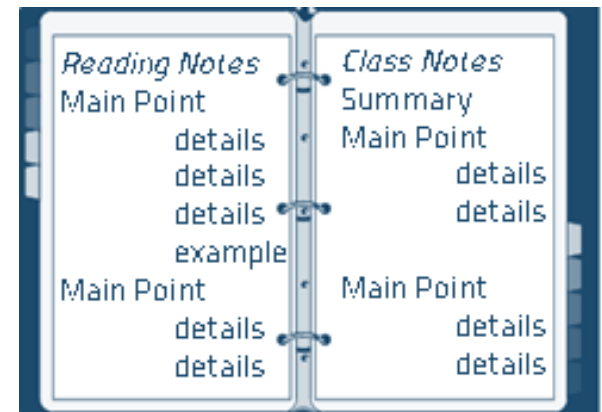
- Observe
- Record
- Review

Observations before and during lecture

- Complete outside assignments
- Bring the right materials
- Conduct a short pre-class review
- Participate in class activities
- Relate the class to your goals
- Think critically about what you hear
- Be alert to repetition
- Highlight the obvious clues
- Notice the instructor's interests level

Recording your notes

- Use key words, colors, pictures, and/or diagrams
- Use a three-ring binder
- Label, number, and date all notes
- Leave blank space
- Note taking formats:
 - The Cornell Method
 - Mind-Mapping
 - Outlining



outline

The Cornell Method

Cue Column

To be completed after your notes. List potential test questions that correspond to the notes or list key words. Think of your notes as answers to these questions.

Notes

As you read an assignment or attend lecture, take notes on the right-hand side of the paper. This content can be written in sentences, outlines, charts, or even drawings.

Summary

Write a brief summary at the bottom of the page. Great way to review and synthesis the information contained within your notes.

Mind-Mapping



Reviewing your notes

- Review within 24 hours
- Edit your notes
- Fill in key words in the left-hand column
- Use your key words as cues to recite
- Conduct short weekly review periods
- Consider typing your notes
- Create summaries
- While you're reviewing evaluate your notes

Efficient Reading Strategies and Techniques

Be an active reader

- Stay alert, pose questions about what is being read and search for answers
- Recognize levels of information within the text, separate the main points and general principles from supporting details
- Quiz yourself about the material, make written notes, and list unanswered questions
- Instantly spots key terms and take the time to find the definition of unfamiliar words
- Thinks critically about the ideas in the text and looks for ways to apply them.

Reading strategies for college courses

- Preview your reading material
- Set a time limit
- Break the reading up
- Take Notes
- Look over visual aids such as charts, graphs, pictures, cartoons, and illustrations to help clarify points.
- Make annotations in the text
- Review the material

Efficient reading practice

- Approach the article you have been given as a course assignment. However, you are in a time crunch. You'll have 5 minutes to read the article.
- How might you approach this article in such a way that you can understand its key points and be able to contribute to class discussion?

Takeaways

- What techniques for note-taking and efficient reading have you used in the past?
- What techniques would you like to try to incorporate into your current study routine and habits?



**Want more advice?
Schedule an Individual Consultation
with an ESS Staff Member!**

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