TAKING LECTURE NOTES

Why taking lecture notes?

- So you don't have to rely on your memory
- So you can focus better during class (and listen carefully!)
- test your understanding (you have to know what's important)

Type or write?

the key question

you can:

- write on notebooks/lecture notes (with internet) → Great flexibility + Awesome for people who can't concentrate
- type on iPad/laptop → great when you have to capture lots of info (esp when prof. speaks really fast
- write on iPad
  won't lose your notes + great flexibility
  + you can type when you have the need
  (BUT can be slow + complex)

* App rec: notability / pdf expert

you should take notes of...

1. Things on board
2. definations + key words & phrases
3. enumerations
4. Signaling phrases ("this is important")
5. emphasis in voice/body language
6. Things repeated
7. examples
8. Summaries/reviews

Cornell + Outline?

the best method for taking classnotes?

Cornell: Active learning

- encourage you to review your notes
- makes everything clear + concise

Outline method

- encourage you to look for key ideas + main points
- clear, so you can spend less time reviewing them
- And of course, more organised

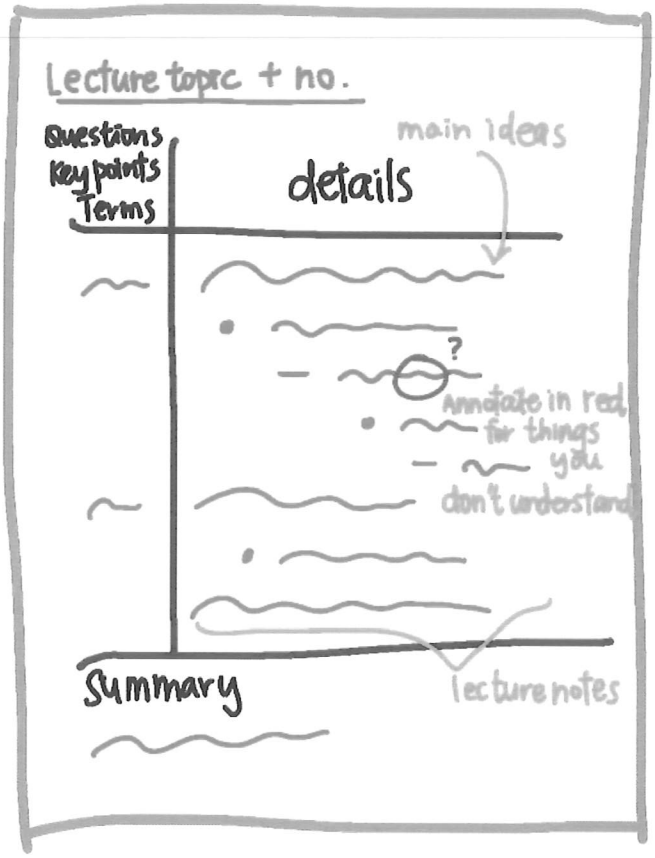
you can use it on...

- Paper/notebooks (ofc!)
- Laptop/iPad (type: OneNote)

Good note-taking habits

1. Review notes (prev. lecture)
2. Previewing the textbook (15mins)
   - main terms / summary + prepare questions

   So you will know what to take notes of
3. When in doubt, write in down
   "should i write it or not?" → write!
   (Better too much than not)
4. Be concise
   - use abbreviations * make an abbrev sheet after preparing for class (since you'll know what words will be used frequently)
   - short sentences
   - know lecture style
   (Ask if you need to write down)
   * 1st lecture: walk up to your teacher your notes (ask if they're good for this class)
   → may give you suggestions
   or ask for an example of notetaking
   ∵ They know the main points of lecture
5. Use a good note-taking system



note-taking format employing cornell method + the outline method