



National Learning Network

Investing in People, Changing Perspectives



**Maynooth
University**

National University
of Ireland Maynooth

Notetaking & Note Making

STUDENT CENTRAL WEBINAR SERIES

Overview



Notetaking in Lectures



Reading to Take Notes



Note-taking Methods



Assistive Technology

Why take notes?

- ▶ Identify key facts
- ▶ Provides a permanent record for revision
- ▶ Aids comprehension & retention
- ▶ Makes you restructure information
 - ▶ Interpret (i.e. gives meaning)
 - ▶ Condense
 - ▶ Organise
- ▶ Provides repetition

Note-taking Strategies

To become a skillful and efficient notetaker is a complex process. It can begin with theoretical knowledge like other skills however, it requires guidance and practice.



There are two types of note-taking strategies:

Listening note-taking strategies (i.e. taking notes during a lecture)

Reading note-taking strategies (i.e. taking notes from a written source)

Notetaking in Lectures

- ▶ Some student's record lectures or share notes with their peers.
- ▶ Initially, these strategies may seem like a good idea, however it undervalues the importance of note-taking as a learning process i.e. taking in information and writing it back out again!
- ▶ Taking notes is a skill, and the more you practice the easier it becomes.



DO NOT SPEND HOURS WRITING OUT NOTES

It is not a good use of time to take every single word down from lecture slides

Listening Strategies



Students must have a clear purpose



Be able to recognise the main ideas



Be selective (i.e. write only what is relevant)



Do you have exams? Look at exam papers to guide you on topics you need to focus on.

Lecture Tips

1. Before the Lecture:

- ▶ Revise notes from the previous lecture or tutorial
- ▶ Pre-read about the topic
- ▶ Rule up pages according to your notetaking system
- ▶ Have a positive attitude, this will allow you to be open-minded and enable you to get the most out of the information presented

Lecture Tips

2. During the Lecture:

- ▶ Write down the title of the lecture, the name of the course and the date
- ▶ Listen carefully to the introduction, as this will enable you to anticipate what notes you may need to take
- ▶ Make a conscious effort to pay attention
- ▶ Be brief in your note-taking. Summarise in your own words, not the lecturer's.
- ▶ Remember: your goal is to understand what the lecturer is saying, not to record everything they say.
- ▶ Use symbols & abbreviations
- ▶ Look for visual cues

Lecture Tips

3. After the Lecture:

- ▶ Revise lecture notes within 24 hours
- ▶ Fill in important details or blank spaces you may have left
- ▶ Highlight key points
- ▶ Keep all notes for each subject in a separate notebook
- ▶ Write a short summary of the lecture (1 paragraph) in your own words, this aids comprehension and retention



Step 1: Record the bibliographic details in the boxes below		
Name of reading	Author's name	Year and place of Publication
Journal details (if any)	Page numbers read	Other bibliographic notes
Step 2: Skim the text and complete the following tasks:		Step 3: Read the text more comprehensively and find quotes or ideas from the text that supports each argument and point that you have listed in step 2
In your own words, briefly describe the main point or argument the author/s of the reading is trying to make.		
List three minor arguments that the author uses to support his or her main point or argument.		
1.		
2.		
3.		

Reading to take notes

Methods of Notetaking

The 5 R's

The Cornell Method

Mindmaps

The Outlining Method

Five R's

Record

- Record any information given during the lecture, which you believe will be important.
- Indicate sub-ideas and supporting details with numbers/letters under the major idea

Reduce

- Reduce your information. When you reduce your information, you are summarising and listing key words/ phrases in the recall column.

Recite

- Cover the notes you took for your class. Test yourself on the words in the recall section. Use the questions, key words or phrases to help you recite aloud facts or ideas. Then uncover your notes and verify what you have said.

Reflect

- You should then reflect on the information you received during class. Determine how your ideas fit with the information.

Review

- Review your notes regularly and you will retain a lot more information, which will help you for exams and reduce cramming.

Cornell Note Taking

Date

Subject

Topic

2.5 inches



6 inches



Cornell Note Taking

Date	Subject	Topic
Recall Column	Notes	
Key phrases		
Questions		
Main ideas		
Summary		



Cornell Note Taking

Date: 20/02/2020

Subject: Biology 1010

Topic:

Water affects weight

Water

Importance of water in controlling weight

Helps metabolize fat

- Water helps body metabolize stored fats

Increase water = decrease fat
Decrease water = increase fat

- Studies show;
 - Increase water intake = fat deposits decrease
 - Decrease water intake = fat deposits increase

Summary

This lecture including how water affects weight

Cornell Note Taking

When to use:

- In any lecture situation

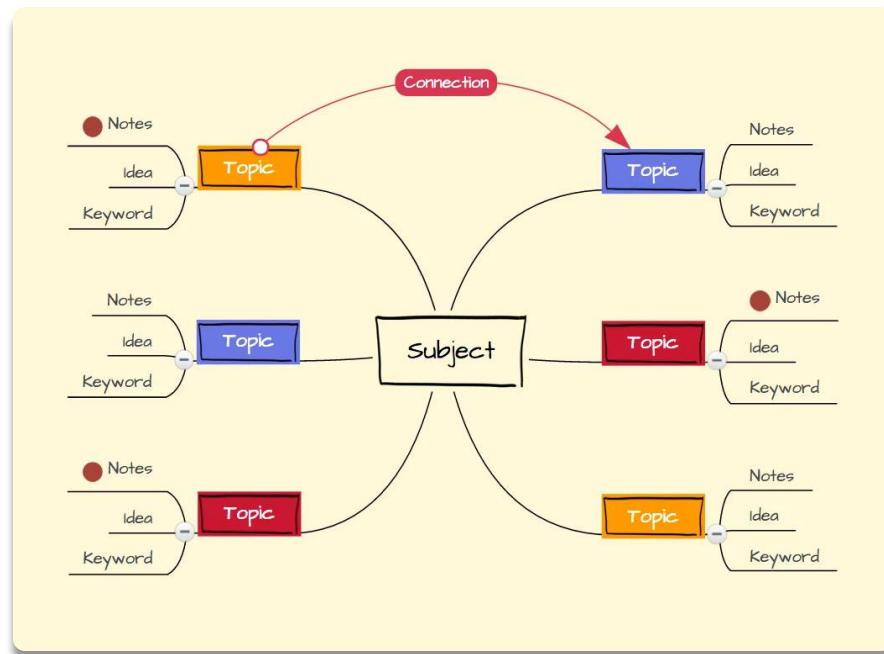
Advantages:

- Provides an organized and systematic means for recording and reviewing notes
- Easy format for pulling out major concepts and ideas
- Simple and efficient
- Saves time and effort
- A “Do-it-right-in-the-first-place” method

Disadvantages:

- None

2. Mind Maps



- ▶ uses comprehension/ concentration skills
- ▶ Graphic representation of content
- ▶ Useful for visual learner

Mind Mapping

When to use:

- When lecture **content** is **well organized**
- Often effective with **guest lecturer** and have no idea how lecture will be presented
- Effective if you are mainly a “**visual**” learner

Advantages:

- Helps keep **visual track** of lecture
- **Relationships** easy to see
- Can **cover lines** for memory **review** and relationships

Disadvantages:

- You may **not hear changes** in content from major points to facts
- Can be **visually overwhelming**

The Outline Method

▶ Major topic

➤ Sub topic

- Thought/ supporting fact
- Thought/ supporting fact
- Thought/ supporting fact

Outlining Method

When to use:

- When **lecture is organized** and sequential
- There is enough **time** in lecture **to think** about and make organizational decisions

Advantages:

- Well **organized system**, if done correctly
- Reduces need to edit
- Easy to turn **main points into questions**

Disadvantages:

- Requires **more thought** in class for accurate organization
- **May not show relationships** by sequence when needed
- Doesn't lend to itself to variety of review and question applications
- VERY **difficult if lecturer speaks fast**

Assistive
Technology
sessions for
students
registered with
the Disability
Office

- ▶ **Read & Write** - software to support you with reading and writing
 - ▶ Wednesday 24th Feb @11.30am
- ▶ **Livescribe** - Audio recording device to support you with better notetaking (only attend if you have received a Pen)
 - ▶ Thursday 25th Feb @ 11.30am
- ▶ **Glean** - Audio Recording software to support you with notetaking
 - ▶ Friday 19th & 26th Feb @ 11.30am

Top Tips

1. Have a clear purpose when you are writing notes
2. Do not take everything down from your lecture notes
3. Write down key points
4. Be organized