

Notetaking Workshop

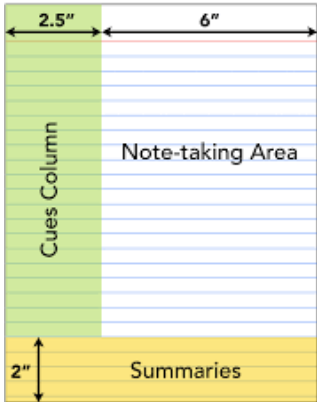
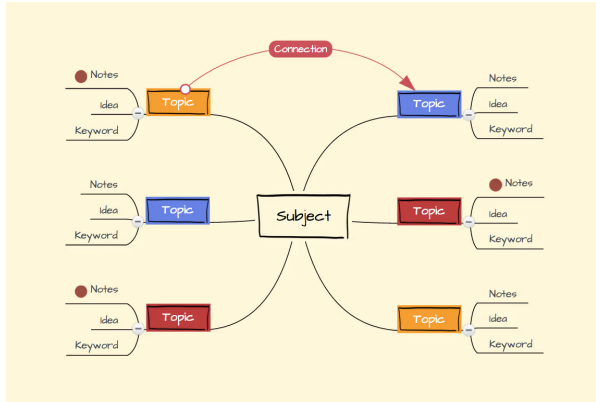
Center for Academic Enrichment (CAE)

Common Notetaking Mistakes

- Transcribing instead of notetaking: they're not the same
 - Transcribing: writing word-for-word what is said in lecture
 - Notetaking: summarizing and synthesizing what is said in lecture
- Using note-taking to replace studying/reviewing
- Trying to copy another person's notetaking style instead of using what works best for you

Notetaking Techniques

- Two main styles:
 - Linear (like the format of this handout!)
 - Non-linear: Cornell and mind mapping

Cornell Method	Mind Mapping
Utilize notes, cues, and summary sections for better reviewing 	Start with central theme and add points as class progresses 

- Cornell Method
 - Format consists of one column of questions/main ideas and one column of raw lecture notes
 - Summary section
 - Improves information retention
 - Can be used to create study questions later

- Digital notetaking proven to be less effective than handwriting your notes
 - If you use a laptop to take notes, consider then rewriting and reorganizing by hand.
- Other tips:
 - Clearly identify topic to make reviewing easier
 - Reduce to key ideas (don't write down word-for-word)
 - Abbreviate when possible
 - Review your notes before the end of the day

Effectively Reviewing Your Notes

- Work with the material rather than just reading it
- Try teaching your notes to friends or an empty room
- Create images/doodles to connect to key topics

Takeaways

- Review your notes regularly
- Make your notes work for you
- Try a new technique!

Want to improve your notetaking or other academic skills?

Schedule an appointment with a CAE peer coach on the Penji app or website!

