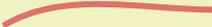


# Note-Taking — 101 —

Presented  
By CAE



# Table of Contents!



## Introduction

Why is it important to take notes?

## Common Mistakes

What are the common mistakes that college students make when taking notes?

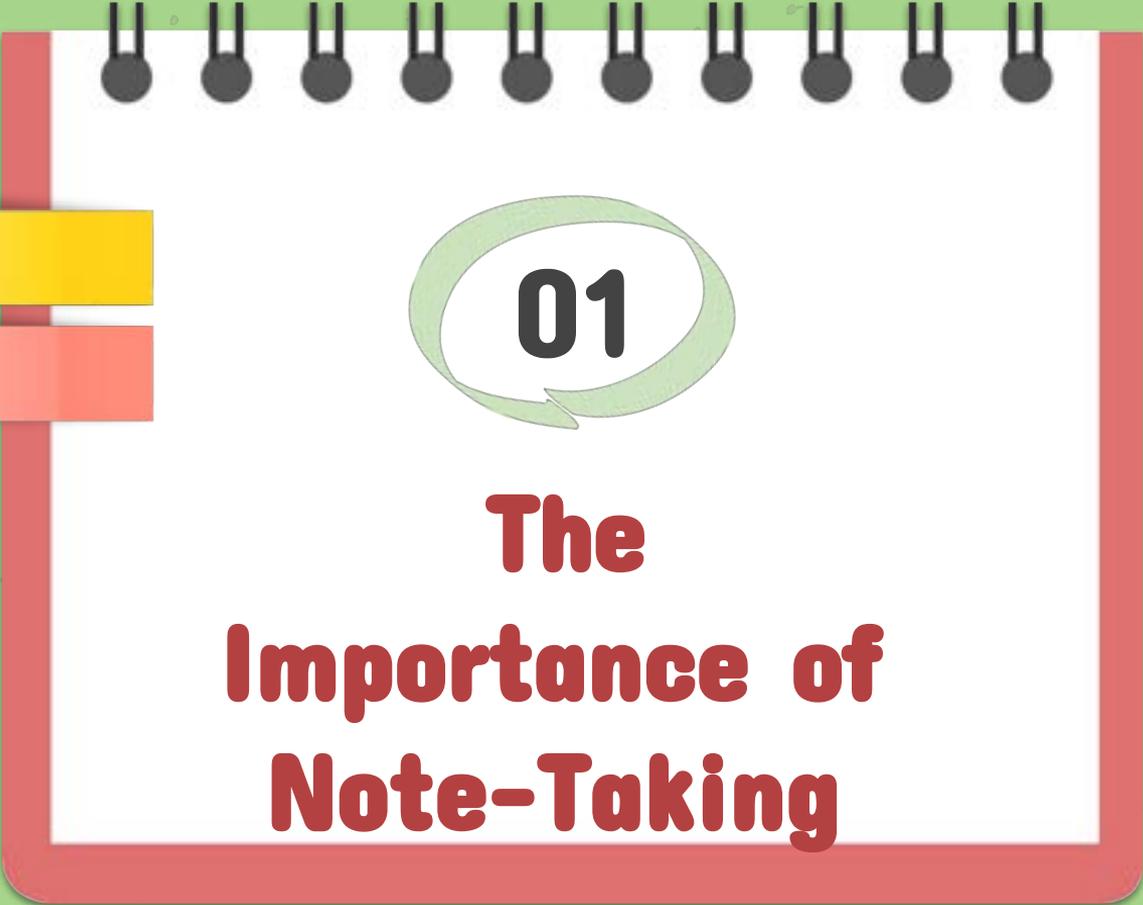


## Strategies for Taking Notes

Tips and tricks for better notes

## Reviewing Your Notes

Strategies for reviewing

A graphic of a spiral-bound notebook with a white page and a red cover. The spiral binding is at the top. On the left side, there are two horizontal rectangular tabs, one yellow and one pink. In the center of the page, the number '01' is written in a large, bold, black font, enclosed within a light green circular arrow that loops around it. Below the number, the title 'The Importance of Note-Taking' is written in a bold, dark red font.

01

# The Importance of Note-Taking

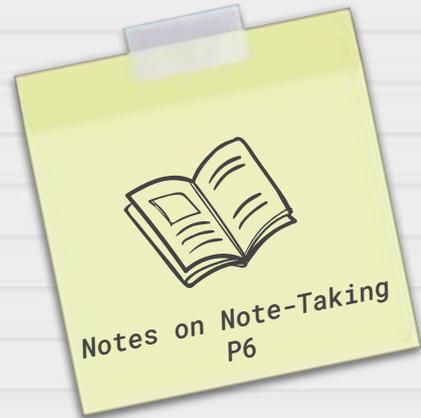
## Why Should You Take Notes?

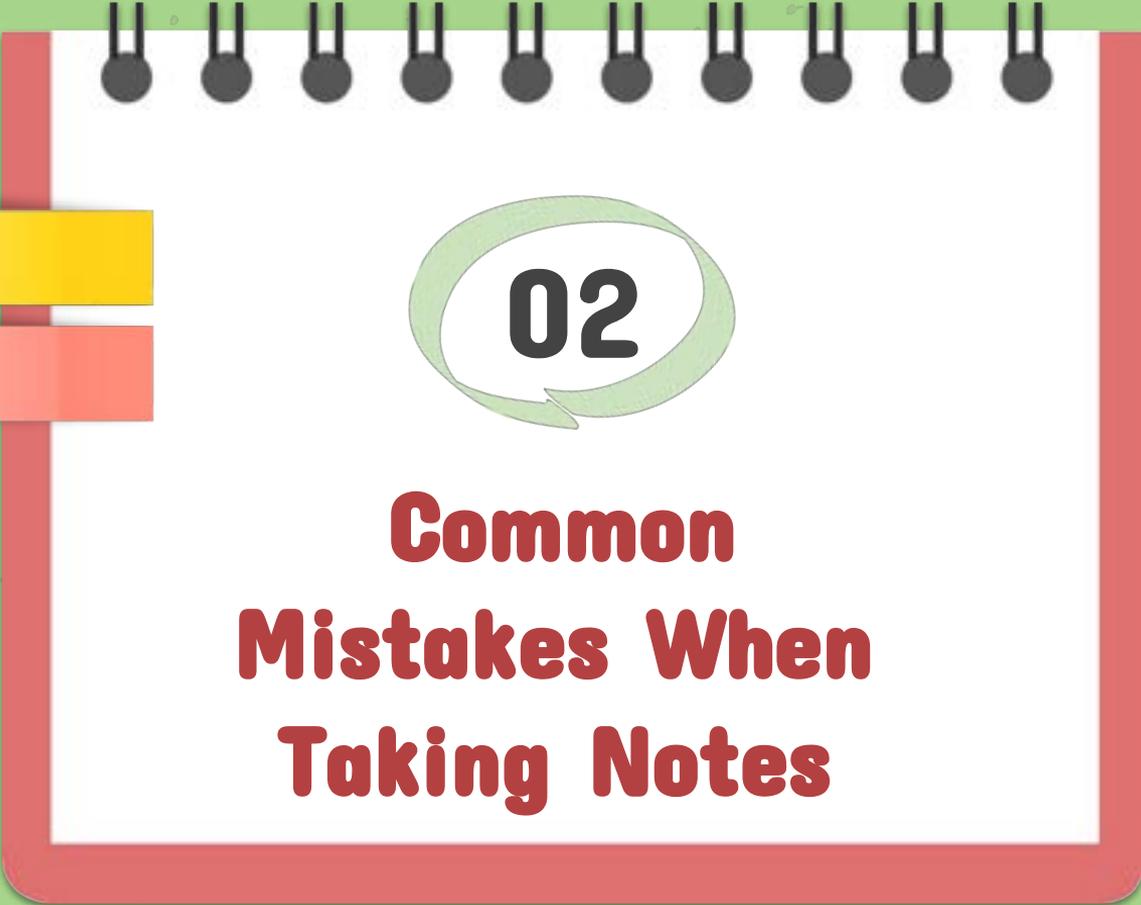
- Quality note-taking helps improve active listening, comprehension, and overall retention (2022)
- Consistent note-taking reduces stress and saves time when studying material after lecture (2022)



**“In addition to helping students learn and retrieve information, note-taking can also be used in professional settings to help people make better decisions, solve problems, and work more efficiently as a group”**

– Michael C. Friedman  
(Harvard University)



A graphic of a spiral-bound notebook with a white page and a red cover. The spiral binding is at the top. On the left side, there are two horizontal rectangular tabs, one yellow and one pink. In the center of the page, the number '02' is displayed in a large, bold, black font, enclosed within a light green circular arrow graphic that loops around the number.

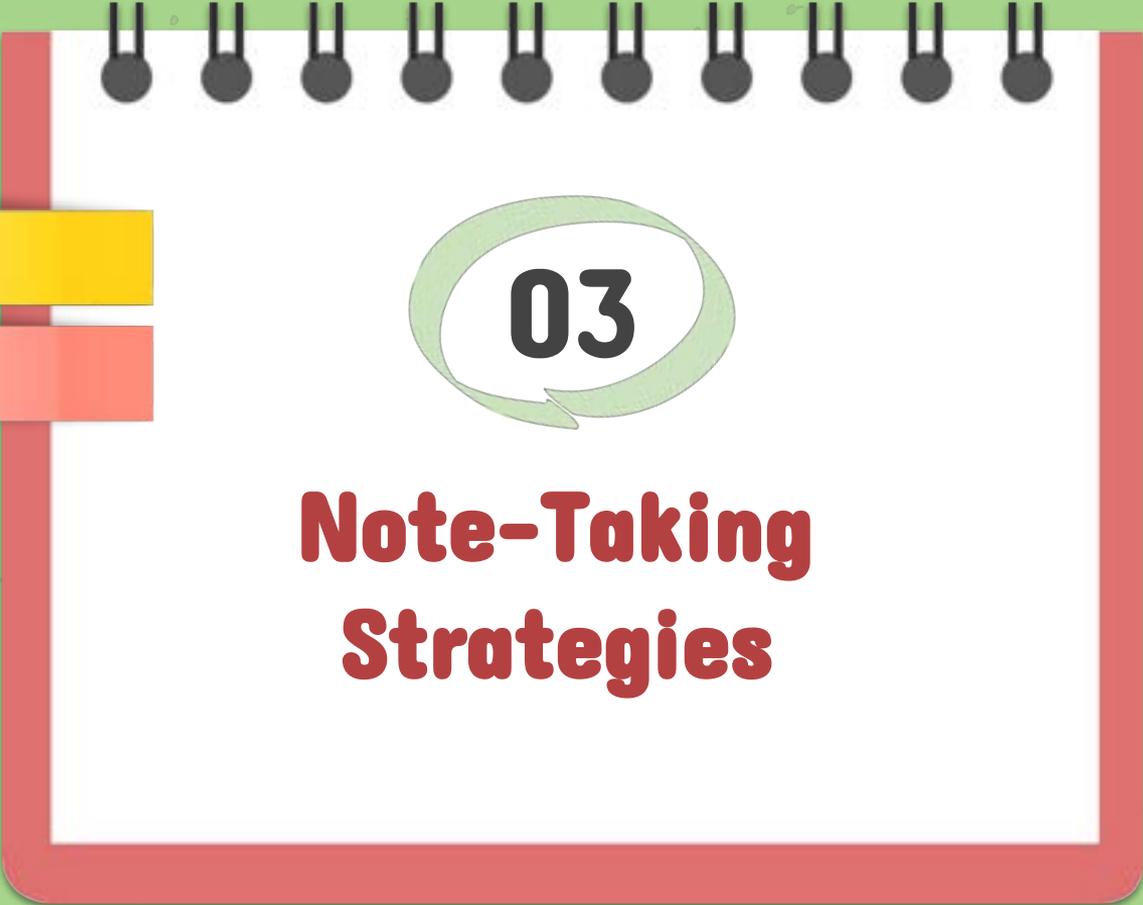
**02**

**Common  
Mistakes When  
Taking Notes**

## Common Mistakes



- Transcribing instead of note-taking: they're not the same
- Using note-taking to replace studying/reviewing
- Trying to copy other people's style of note-taking instead of using what works best for you

A graphic of a spiral-bound notebook with a white page and a red cover. The spiral binding is at the top. On the left side, there are two horizontal rectangular tabs, one yellow and one pink. In the center of the page, the number '03' is displayed in a large, bold, black font, enclosed within a light green circular arrow graphic that suggests a cycle or process.

03

# Note-Taking Strategies

# DID YOU KNOW?

## There are actually two different styles of note-taking!

### Linear

Linear notes are the organizational model that most people think of...

- Outlining
- Matching
- Bullet points

### Non-Linear

Non-linear notes utilize graphical representation...

- Mind mapping
- Connecting images to key concepts
- Cornell Strategy

# Linear Notes

- Written in list like format in order of lecture
- Subheadings, bullet points, indentation
- Don't try to copy everything said in class
- Customize to work for you - abbreviations, color-coding, etc.

Section 1 = Structural, Bonding, and Molecular Properties of Organic Molecules. 1-1

② Organic Chemistry = the study of compounds of carbon.

- naturally occurring compounds (DNA, proteins, carbohydrates).
- synthetic compounds also (drugs, pesticides).

④ Some Review:

\* Lewis Structures = they show the two-dimensional connections of atoms.

- show valence e<sup>-</sup>'s only.
- bonds (2 shared e<sup>-</sup>'s) are shown as "lines".
- non-bonding e<sup>-</sup>'s (lone pairs) are shown as "dots".
- 2 things to consider:

① Octet Rule = 2<sup>nd</sup> row elements (B, C, N, O, F) want to form bonds such that they acquire 8 shared valence e<sup>-</sup>'s.

- Hydrogen = only wants 2 valence e<sup>-</sup>'s.
- 1<sup>st</sup> and 2<sup>nd</sup> row elements = can sometimes have fewer than 8 valence e<sup>-</sup>'s but never more.
- 3<sup>rd</sup> row elements and lower = d-orbitals allow for more than 8 electrons.

# Cornell Strategy

- It consists of one column of questions/main ideas and one column of raw lecture notes
- Summary section
  - Retain more information than verbatim notes or outline (Akintunde 2013)
  - Apply specific info to summary creation



## Cues

Make sense of your notes

- Connect main ideas
- Concepts
- Vocabulary

## Notes

Raw notes from lecture.

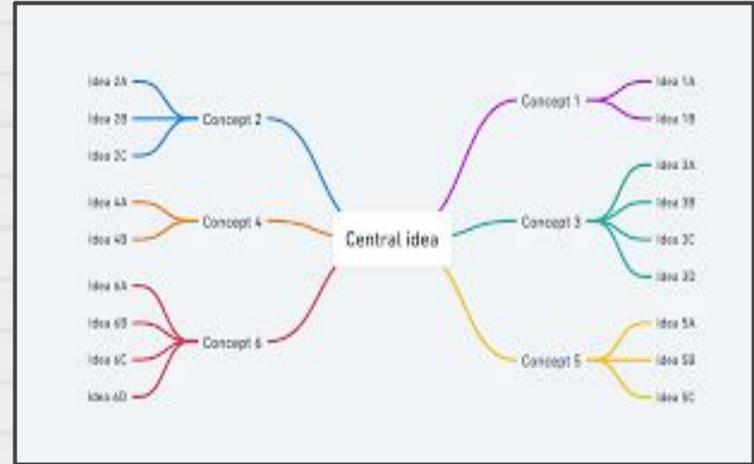
- Concise sentences
- Shorthand symbols
- Abbreviations
- Lists

8.5 in wide x 2.0 in tall

## Summary

# Mind Mapping

- Concept surrounds placing the central idea or theme at the center and working outwards, adding points which connect to the main topic
- Works as an effective visual technique



# Digital Note-Taking

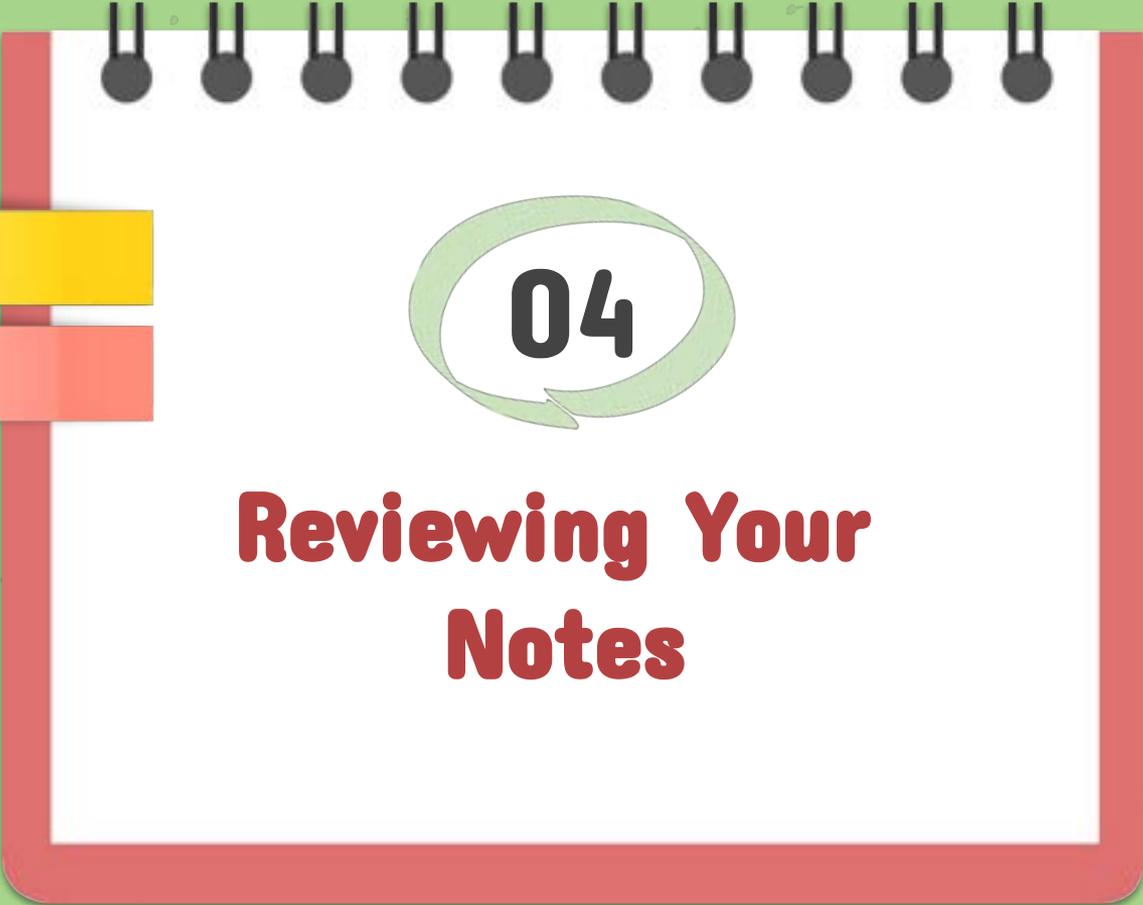
- Students who take notes by hand during lecture have been found to perform better on exams vs students who use laptops or tablets (Carter et. al 2017)
- Some students may be unable to take notes by hand



## Other tips:

- Clearly identify topic
- Reduce to key ideas (don't write down word-for-word)
- Include all relevant input (this includes peers)
  - VERY IMPORTANT for class discussions
- Don't erase mistakes – ~~cross~~ them out
- Abbreviate when possible
- Review your notes before the end of the day
- Request feedback



A graphic of a spiral-bound notebook with a white page and a red cover. The spiral binding is at the top. On the left side, there are two horizontal rectangular tabs, one yellow and one pink. In the center of the page, the number '04' is displayed in a large, bold, black font, enclosed within a light green circular arrow that loops around the number. Below the number, the text 'Reviewing Your Notes' is written in a bold, dark red font.

**04**

# **Reviewing Your Notes**

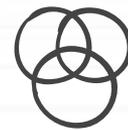
# How to effectively review your notes!



Work with the material rather than just reading it



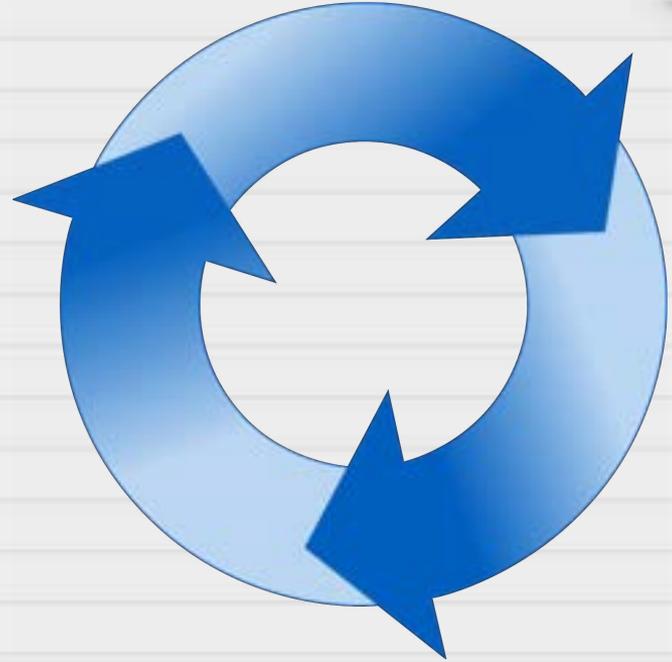
Try teaching your notes to friends or an empty room



Create images/doodles to connect to key topics

## Reviewing tips for success:

- Review your notes regularly
- Go to class
  - Review notes as soon as possible the same day
  - Edit notes
  - Quiz yourself with recall column
- Recite notes out loud



## Follow us on Instagram!



## Questions?

- Email us: [cae@luther.edu](mailto:cae@luther.edu)
- Sign up for an appointment with a peer coach:  
[web.penji.com/schools/luther-college](http://web.penji.com/schools/luther-college)

**Thanks for  
attending! We  
would love your  
feedback!**



**Follow us on  
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# Sources

*Effective note-taking in class.* Learning Center. (2022, July 26).

<https://learningcenter.unc.edu/tips-and-tools/effective-note-taking-in-class/>

Friedman, M. C. (n.d.). Notes on Note-Taking: Review of Research and insights for students and instructors. [https://hwpi.harvard.edu/files/hilt/files/notetaking\\_0.pdf](https://hwpi.harvard.edu/files/hilt/files/notetaking_0.pdf)