

# Notetaking Workshop

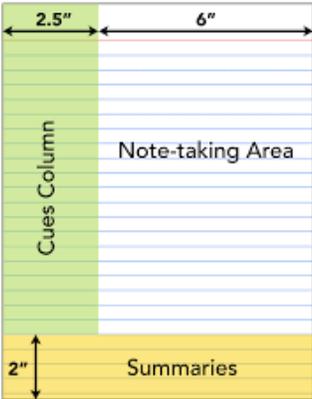
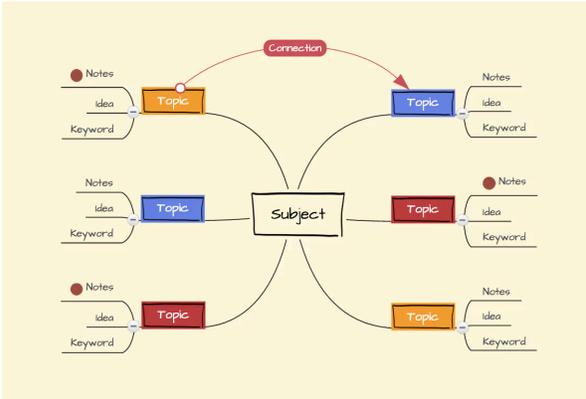
Center for Academic Enrichment (CAE)

## 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
<p data-bbox="250 1066 751 1146">Utilize notes, cues, and summary sections for better reviewing</p>  <p>The diagram illustrates the Cornell Method layout. It shows a page with a green vertical column on the left labeled 'Cues Column' that is 2.5 inches wide. The main body of the page is labeled 'Note-taking Area' and is 6 inches wide. At the bottom of the page is a yellow horizontal section labeled 'Summaries' that is 2 inches high.</p>	<p data-bbox="870 1066 1372 1146">Start with central theme and add points as class progresses</p>  <p>The diagram illustrates Mind Mapping. A central box labeled 'Subject' is connected to four surrounding boxes labeled 'Topic'. Each 'Topic' box is further connected to three smaller boxes: 'Notes', 'Idea', and 'Keyword'. A red arrow labeled 'Connection' points from the top 'Topic' box to the top-right 'Topic' box.</p>

- 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!

