



CENTER FOR ONLINE AND DISTANCE EDUCATION

Note Taking

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A quick internet search reveals a number of different methods to take notes. Methods that bear the titles Cornell, Mapping, Outlining, and Charting all illustrate different ways to help students write down material shared in a lecture or while reading. While reviewing these strategies with students is a must, just getting the students to TAKE notes maybe the biggest hurdle of all. Also, depending on the discipline, note taking looks different. Whatever the method, allowing time for the students to write is important. Below are examples of four different note taking methods.

The image displays four examples of note-taking methods, each presented as a template on a blue background with the OxFORD LEARNING logo.

- THE CORNELL NOTE TAKING METHOD:** Features a template with a "CUES" column (2.5 inches wide) and a "NOTES" column (8 inches wide). The "CUES" column is divided into "After Class" (Main ideas, prompts & questions) and "During Class" (Main points and details from class). The "NOTES" column is for "Notes". A "SUMMARY" section (2 inches wide) is at the bottom for "After Class" (Summary of the lesson, highlighting).
- THE MAPPING NOTE TAKING METHOD:** Features a hierarchical diagram template. A "Main Topic" is at the top, branching into "Subtopic #1" and "Subtopic #2". Each subtopic has "Key Details" and a list of "Point 1", "Point 2", and "Point 3".
- THE OUTLINING NOTE TAKING METHOD:** Features a template with a "Main Topic" and "Today's Date". It lists "Subtopic #1" and "Subtopic #2", each with "Key Point #1" and "Key Point #2".
- THE CHARTING NOTE TAKING METHOD:** Features a template with a "Main Topic" and "Today's Date". It lists "Topic #1", "Topic #2", and "Topic #3", each with "Point 1 Details", "Point 2 Details", and "Point 3 Details".

What teaching note taking skills looks like in C150/152

PowerPoint slides are available to the students on Blackboard before the lecture to print off if they chose, but it is not mandatory. Different color pens and highlighters are recommended to show levels of understanding and importance. For the theory information, there are some slides that have information left off so students can fill in as the lecture progresses. There are times when information from the lecturer is stressed to emphasize the importance of the information for note taking. The majority of note taking in C150/152 is done during the application of the information in the problems. A problem will be posted and students will be given enough time to write the problem down and attempt to answer it (black ink). After some time, the problem will be discussed and students can check if they correctly did the problem. As we go over the problem, the students can make corrections in a different color ink (blue ink) along with writing the why of certain steps



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(red ink). In the end, they (hopefully) would have a sample problem done with notes that they can apply to other problems.

<https://www.oxfordlearning.com/5-effective-note-taking-methods/>