

NOTE-TAKING

RECALL COLUMN

5 Main reasons for taking notes

refer to class notes
(Cornell)



5 Key points to remember



(* See "10 tips for successful N.T." in workbook)

REVIEW
&
Summary

PURPOSE: To learn a new method for taking notes.

Why take notes?

- RECORD main ideas
- SUMMARIZE & CONDENSE info.
- ORGANIZE material
- use notes to REVIEW
- create a STUDY guide

Cornell Method

- heading / DATE
- RECALL COLUMN
- Summary

Can be useful as a study guide prior to exam

During a lecture / reading

- use key words
- Abbreviate
- outline or modified outline form
- WRITE in own words
- fill in RECALL column

(See notes on Retention)

After Lecture / Rdg.

- Review NOTES
- complete Recall
- fill in summary

REWORK NOTES if necessary - Be sure they make sense!

Recall Column

Topic labels, NAMES, Dates, QUOTES, Formulas, Possible Test?'s

Summary (list most important points or write a 1 sentence summary)

- ✓ Cornell
- ✓ Recall Col. + Summary
- ✓ Key words
- ✓ Have a system; BE clear