

Mrs. Bovey's Acceptable Note Taking Methods

THE CORNELL METHOD

The Cornell method provides a systematic format for condensing and organizing notes without laborious recopying. After writing the notes in the main space, use the left-hand space to label each idea and detail with a key word or "cue."

Method - Rule your paper with a 2 ½ inch margin on the left leaving a six-inch area on the right in which to make notes. During class, take down information in the six-inch area. When the instructor moves to a new point, skip a few lines. After class, complete phrases and sentences as much as possible. For every significant bit of information, write a cue in the left margin. To review, cover your notes with a card, leaving the cues exposed. Say the cue out loud, and then say as much as you can of the material underneath the card. When you have said as much as you can, move the card and see if what you said matches what is written. If you can say it, you know it.

Advantages - Organized and systematic for recording and reviewing notes. Easy format for pulling out major concept and ideas. Simple and efficient. Saves time and effort. "Do-it-right-in-the-first-place system."

Disadvantages - None

TOPIC	DATE
CUES	NOTES
WRITTEN AFTER CLASS	TAKEN DURING CLASS LECTURE OR DURING TEXTBOOK READING
MAIN IDEAS	• MAIN POINTS
	• PARAPHRASE
VOCABULARY	• BULLET POINTS
	• OUTLINES
	• CHARTS/DIAGRAMS
QUESTIONS ANSWERED BY NOTES	
BRIEF SUMMARY OF NOTES HIGHLIGHTING MAIN IDEAS	SUMMARY WRITTEN AFTER CLASS

THE OUTLINING METHOD

Dash or indented outlining is usually best except for some science classes such as physics or math.

1. The information which is most general begins at the left with each more specific group of facts indented with spaces to the right.
2. The relationships between the different parts are carried out through indenting.
3. No numbers, letters, or Roman numerals are needed.

Method – Listening and then write in points in an organized pattern based on space indentation. Place major points farthest to the left. Indent each more specific point to the right. Levels of importance will be indicated by distance away from the major point. Indentation can be as simple as or as complex as labeling the indentations with Roman numerals or decimals. Markings are not necessary as space relationships will indicate the major/minor points.

Advantages – Well-organized system if done right. Outlining records content as well as relationships. It also reduces editing and is easy to review by turning main points into questions.

Disadvantages – Requires more thought in class for accurate organization. This system may not show relationships by sequence when needed. It doesn't lend to diversity of a review attach for maximum learning and question application. This system cannot be used if the lecture is too fast.

Subject Title
I. Main idea
A. Supporting idea
1. Thoughts
B. Supporting idea
1. Thoughts
2. Thoughts
C. Supporting idea
II. Main idea
A. Supporting idea
B. Supporting idea
1. Thoughts
2. Thoughts
C. Supporting idea
III. Main idea
A. Supporting idea
B. Supporting idea
1. Thoughts
IV. Main idea

THE MAPPING METHOD

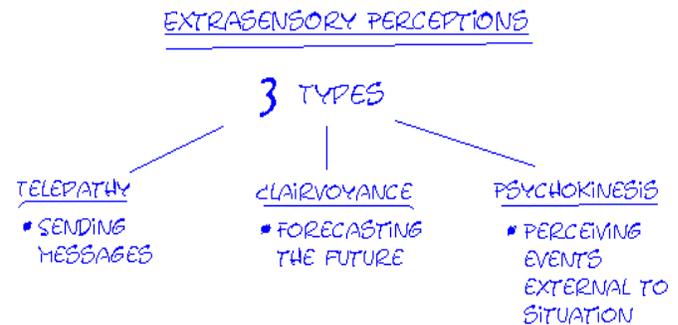
Mapping is a method that uses comprehension/concentration skills and evolves in a note taking form which relates each fact or idea to every other fact or idea. Mapping is a graphic representation of the content of a lecture. It is a method that maximizes active participation, affords immediate knowledge as to its understanding, and emphasizes critical thinking.

Advantages – This format helps you to visually track your lecture regardless of conditions.

Little thinking is needed and relationships can easily be seen. It is also easy to edit your notes by adding numbers, marks, and color coding.

Review will call for you to restructure thought processes which will force you to check understanding. Review by covering lines for memory drill and relationships. Main points can be written on flash or note cards and pieced together into a table or larger structure at a later date.

Disadvantages – You may not hear changes in content from major points to facts.



THE SENTENCE METHOD

Method – Write every new thought, fact or topic on a separate line, numbering as you progress.

Advantages – Slightly more organized than the paragraph. Gets more or all of the information. Thinking to tract content is still limited.

Disadvantages – Can't determine major/minor points from the numbered sequence. Difficult to edit without having to rewrite by clustering points which are related. Difficult to review unless editing cleans up relationship.

Example 1 -

A revolution is any occurrence that affects other aspects of life, such as economic life, social life, and so forth. Therefore revolutions cause change.

- **Sample Notes** – Revolution – occurrence that affects other aspects of life: e.g., econ., socl. Etc. C.f. text, pp. 29-30

Example 2 -

At first, Freud tried conventional, physical methods of treatment such as giving baths, massages, rest cures, and similar aids. But when these failed he tried techniques of hypnosis that he had seen used by Jean-Martin Charcot. Finally, he borrowed an idea from Jean Breuer and used direct verbal communication to get an un-hypnotized patient to reveal unconscious thoughts.

- **Sample Notes** – Freud 1st – used phys. trtment; e.g., baths, etc. This fld. 2nd – used hypnosis (fr. Charcot) Finally – used vrb. commun. (fr. Breuer) – got unhpynop, patnt to reveal uncons. thoughts.