Great note-taking takes practice. You have to find a method that works for you, and that may change depending on the class that you’re in (for example, a science class versus a humanities class). Here are 5 methods that are proven to be successful. Read over each one and decide if there’s one that might work for you.

These styles are described in the format you would use to take notes in class. You might find that a comfortable method is a combination of 2 or more of the ones listed here, and that’s fine.

Figure out what works for you and stick with it!

<table>
<thead>
<tr>
<th>THE CORNELL METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Page #</strong></td>
</tr>
<tr>
<td>Layout of the page and where to write</td>
</tr>
<tr>
<td>Organization of concepts</td>
</tr>
<tr>
<td>- Use bullets!</td>
</tr>
<tr>
<td>- Use an indented system – kind of like outlining</td>
</tr>
<tr>
<td>- You can underline important words.</td>
</tr>
<tr>
<td>Filling in blanks.</td>
</tr>
<tr>
<td>Reviewing and Studying</td>
</tr>
<tr>
<td>Advantages</td>
</tr>
</tbody>
</table>
THE OUTLINING METHOD

I. The first level is reserved for each new topic/idea and is very general.
   a. This concept must always apply to the level above it (I)
      i. This concept must always apply to the level above it (a)
      ii. This is a second supporting piece of information for the level above it (a) but is equal to the previous information (i)
      iii. This information is a sister to (i) and (ii)
   b. This concept applies to the level above it (I) and is a “sister” to (a)

II. Outlining requires listening and writing in points in an organizational pattern based on space indentation
   a. Advantages to outlining
      i. It is well-organized
      ii. It records relationships and content
      iii. It reduces editing and is easy to review by turning the main points into questions
   b. Disadvantages to outlining
      i. It requires more thought during class for accurate organization.
      ii. It does not always show relationships by sequence.
      iii. It doesn’t work well if the lecture is moving at a quick pace.

THE CHARTING METHOD

<table>
<thead>
<tr>
<th>How?</th>
<th>Advantages</th>
<th>Disadvantages</th>
<th>When to Use it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up your paper in columns and label appropriate headings.</td>
<td>Helps pull out the most relevant information.</td>
<td>Can be a hard system to learn to use.</td>
<td>If you’ll be tested on facts and relationships.</td>
</tr>
<tr>
<td>The headings could be categories covered in the lecture.</td>
<td>Also reduces the amount of writing necessary.</td>
<td>You need to know the content that will be covered during the lecture before it begins.</td>
<td>If content is heavy and presented quickly – such as a history course with dates, people, events, etc.</td>
</tr>
<tr>
<td>Insert information (words, phrases, main ideas, etc) into the appropriate category.</td>
<td>Provides easy review for memorizing facts and studying comparisons and relationships.</td>
<td></td>
<td>If you want to get an overview of the whole course on one big paper.</td>
</tr>
</tbody>
</table>
THE MAPPING METHOD

A GRAPHIC REPRESENTATION OF A CONCEPT

How does this work?

Maximizes active participation.

Affords immediate knowledge toward understanding.

Emphasizes critical thinking.

What are the Advantages?

Helps you visually track your lecture.

Relationships can be easily seen and requires little thinking.

Easy to edit notes and add colors.

What are the Disadvantages?

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

THE SENTENCE METHOD

1. Write every new thought, fact, or topic on a separate line as you progress, numbering each sentence.
2. Advantages: it’s more organized than writing paragraphs and still records most of the information.
3. Disadvantages: it’s hard to determine major/minor points and it’s hard to edit and review with clean-up.
4. It’s a good method when there’s lots of information and you don’t know how the ideas fit together.
   You can make some connections as you go (for more information, refer to #2).

Developed from http://www.sas.calpoly.edu/asc/ssl/notetaking.systems.html