



Unit 1-Note taking

How to take notes for college

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Note taking strategies

Why should you take notes?

- It makes you pay attention to the subject
- It gives you something upon which you can reflect back
- You can find the information faster for studying or research



Note taking strategies

Types of strategies you
can use:

- Outline
- Cornell
- Map

The Outline strategy for Note Taking

Outline strategy

- You use different heading and subheading levels
- You can also do this after your first round of notes to organize a study guide

Study Skills 101	Oct. 17 Wednesday
Topic: Listening	
I. The Process of Listening (ROAR)	
A. R = Receiving	
1. W/in range of sound	
2. Hearing the information	
B. O = Organizing & focusing	
1. Choose to listen actively	
2. Observe the origin, direction & intent	
C. A = Assignment	
1. You assign a meaning	
2. May have to hear it more than once	
D. R = Reacting	
1. Our response to what we heard	
2. Reaction can be anything	
II. Definitions of Listening (POC)	
A. P = Listening w/ a purpose	
B. O = Listening w/ objectivity	
C. C = Listening constructively	

The Cornell strategy for Note Taking

Cornell strategy

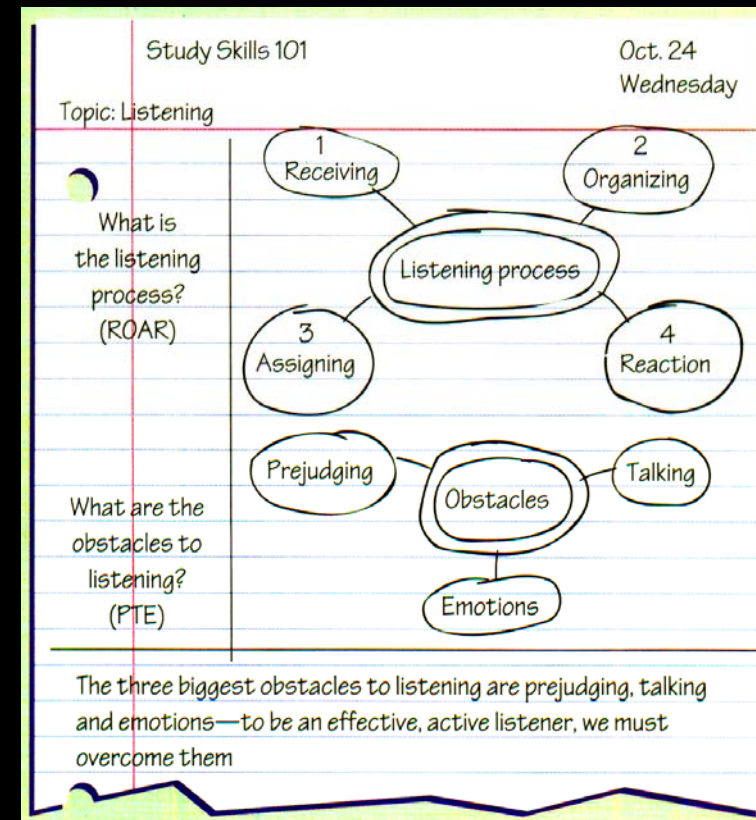
- You have **two major sections**:
 - The section to **the left** is for a **brief summary** of the information to the right
 - The section **on the right** is **for the notes**
- The bottom is a summary

Study Skills 101		Oct. 19
Topic: Listening		Friday
What is the listening process? (ROAR)	*The Listening Process (ROAR) A = Receiving 1. Within range of sound 2. Hearing the information B = Organizing 1. Choose to listen actively 2. Observe origin	
Definition of Listening (POC)	*Listening Defined A. Listening w/ a purpose B. Listening objectively C. Listening constructively	
Obstacles (PET)	*What interferes w/ listening A. Prejudging B. Emotions C. Talking	
The listening process involves Receiving, Organizing, Assigning & Reacting - Talking, Prejudging & Emotions are obstacles.		

The Map strategy for Note Taking

Map strategy

- A cross between a Mind Map and Cornell note taking
- Shows visual relationships between ideas
- The left side has a brief summary of the ideas shown
- The bottom is a summary





Which to use?

Which one is best for
you?

- Try each style out and see what works best
- Visual learners might get a lot of use from the Map strategy



Final Tip

This final tip will help you study and avoid plagiarism:

- For every new source you read to take notes on, write down the following in the margin:

1. Author's name
2. Title of what you are reading
3. Year of Publication
4. Page
5. Publisher information