Take Note!

Information Center
John A. Ferguson Senior High

Ms. Lissette Alvarez
Why take notes?

Note-taking skills are important to be successful in high school and in college because:

1. During a lecture, information that is not in the textbook may be covered.
2. Notes serve as a record of what was covered in class.
3. Notes are a great source to help one review for a test.
4. Writing down important information reinforces what one has heard and helps one remember.
5. One is actively engaged in listening and becomes a better listener when taking notes.
Note-taking tips: When in class…

1. Write the date of the lecture.
2. Write the title of the lecture.
3. Write the name of the class.
4. Write neatly so your notes are legible.
5. Write only one idea per line.
6. Leave a blank space to add ideas later on.
7. Write all main ideas covered in class.
8. Write important details discussed in class.
9. Write key terms and definitions from class.
10. Abbreviate what you write.
11. Don’t use extra words that aren’t important.
12. Don’t worry about punctuation.
13. Underline or circle anything that is emphasized or repeated.

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Note taking tips: After class...

- Read your notes within 24 hours.
- Rewrite, reorganize, or type your notes – this will help you understand and remember.
- Rewrite using complete sentences and spell out anything that had been abbreviated.
- Highlight important information.
- Write down any questions you may have for the teacher.
Three ways to take notes:

1. Free-Form

2. The Cornell System

3. Outline
Free-Form notes

• Write one idea per line, leaving space after each line.

• After class, rewrite and add more information.
The Cornell System

• This system was invented by Dr. Walter Pauk at Cornell University.

• It involves 5 stages
  1. Record
  2. Reduce
  3. Recite
  4. Reflect
  5. Review
Stage 1: Record

Divide the paper into two columns and leave a blank row at the bottom.

“RECORD” your notes on the right column.

Name: ______
Class: ___________
Date: ______
Title: ______________

RECORD YOUR NOTES HERE

ABBREVIATE

WRITE DOWN IMPORTANT WORDS ONLY

DON’T WORRY ABOUT PUNCTUATION

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Stage 2: Reduce

After class, within 24 hours, “REDUCE” your notes to key words. Write these words in the left column (the recall column.)

Name: ______
Class: ____________
Date: ______
Title: ______________

REDUCE
Write key words here.

SUMMARY – After class write a summary in this section. You may also use this section to write down unanswered questions or information you need clarification on.
Stage 3: Recite

- Cover the right column (the note-taking column). Look at the key words from the left and try to “RECITE” the information that you have covered up on the right.

- This self-service mini test will help you prepare for the test.

<table>
<thead>
<tr>
<th>Name: ______</th>
<th>Date: ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class: ______</td>
<td>Title: ____________</td>
</tr>
</tbody>
</table>

Key words written here will help you recall the notes on the right.

Cover this section. Use the key words on the left to help you RECITE the notes written in this column.

SUMMARY – After class write a summary in this section. You may also use this section to write down unanswered questions or information you need clarification on.

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Stage 4: Reflect

- Wait a while after "RECITING". Without looking at your notes, think about the information that you have written down. Think about the key words in the “REDUCE” column and think about the notes associated with that key word.
- Write down any unanswered questions or what you need clarification on.

<table>
<thead>
<tr>
<th>Name: _______</th>
<th>Date: _______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class: _______</td>
<td>Title: ____________</td>
</tr>
</tbody>
</table>

**Key words written here will help you recall the notes on the right.**

Cover this section. Use the key words on the left to help you recite the notes written in this column.

**SUMMARY** – After class write a summary in this section. You may also use this section to write down unanswered questions or information you need clarification on.

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Stage 5: Review

• REVIEW your notes frequently. Doing this will help you remember (learn) the information. You will be ready to take the test any day.
Outline

• Use this “outline” note-taking style if the teacher is going over the textbook. (The textbook is already organized with headings and subheadings.)

• Keep your notes short and abbreviate. Don’t write down every word.

• Number the main facts and ideas. Write down related information under those main facts/ideas.

See example on the following slide:
Example of an outline

1. Squire
   A. At about age 15 or 16
   B. Studied
      1. weapon use
      2. arts
         a. music
         b. poetry

2. Knight
   A. About age 21
   B. Ceremony in church
      1. sword blessed
      2. pledge to be valiant


Take note!

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