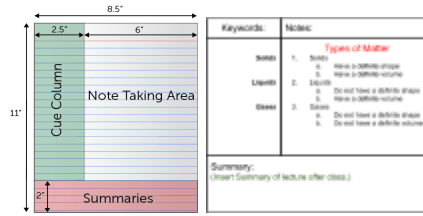


NOTE TAKING METHODS

Cornell

HOW: Divide your paper as shown. Take notes in the right column, leaving space between major points. After class, write key words or questions in the left column and summarize notes at the bottom of the page.

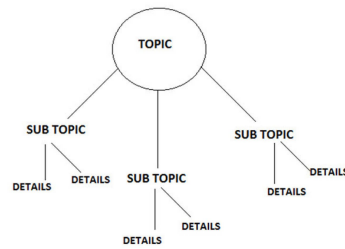


WHEN: In classes that cover a lot of detailed information quickly.

Mapping

HOW: Start with main ideas and branch off with details and sub-topics. Leave plenty of room to connect ideas and show relationships.

WHEN: After lecture to organize the information in your notes in a way that makes sense to you.



Chart

HOW: Make several columns, each representing an important category of information. Fill in spaces with information to compare details.

WHEN: Before class to provide an organized way of taking notes OR after class to organize information to see the relationship between details.

Method	Description	When to use	Pros	Cons
Outline				
Cornell				
Boxing				
Charting				

Outline

HOW: Write main points of lecture in a logical order, indenting sub-topics and leaving space between categories. If the professor skips around, write additional information in the spaces.

WHEN: This method is probably the most common and natural method of note taking/ works well for any class.

