

How Can I Take Better Notes?

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Cues

** Phase 1 →

GATHER INFORMATION

Objectives

- * Define Note Taking
- * Identify Good & Bad Habits
- * Identify different Note taking methods

The first thing to do when looking at a question like the above is come up with a good definition of what you are talking about. Let's start by getting a better idea of what note taking is:

- * What is Note Taking?
 - * (Specifically, we are focused on taking notes in class from a lecture)
 - * What are the steps involved in note taking?
- * What practices make Good Notes?
 - * What seems to be the primary areas of importance to focus on when taking notes?
- * What areas affect us as note takers, causing us to take Bad Notes?
 - * How do listening skills equate to bad notes?
- * What are some different Note Taking Methods?
 - * How many note taking methods have you tried in the past?

CAN YOU TELL WHAT STYLE THESE NOTES ARE IN?

SUMMARY:

Introduction to what note taking is, steps involved in good note taking, some rules for taking good notes, avoiding bad listening habits, and a look at several note taking styles.

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Examples:

Remember that Red Ink is a Link!

It is important to know the differences so that you know when to use each method!

Cornell Method:

- * What situations is this method best for?
- * What is involved in using this method?
- * What are the 5 R's?

Objectives

* Identify examples of the different note taking styles

Outlining Method:

- * What situations is this method best for?
- * What is involved in using this method?

Mapping Methods:

- * Concept Mapping
- * Mind Mapping

SQ3R:

- * Is this just a note taking system?

Many other methods!

- * What are the differences between these methods?
- * What are their strengths and weaknesses?

Charting Method:

- * What are strengths and weaknesses for this method?

Sentence Method:

- * What disadvantages does this method have?

SUMMARY:

Look at the five most common methods of note taking, comparing differences and reviewing strengths and weaknesses. What is different about SQ3R from the other methods?

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Interpreting Data/Information

** Phase 2

Objectives

- * Evaluate reasons to take notes
- * Evaluate proper levels of note taking

1. Why should you take notes?
 - a. What benefits can be seen from taking notes Vs. Not taking notes?
2. An article on Thomas Edison's Note Taking.
 - a. What are the major strengths and attributes of Edison's filing system?
 - i. How do these compare with our list of good note taking characteristics (from earlier on page 1)?
 - b. What are the major advantages & disadvantages for taking notes as well as Edison?
 - i. Is it feasible to do in modern life?
 - ii. Is it feasible to do in class?

- * What content do you need note taking for?
- * What materials do you need?

- * What kinds of planning and decisions must go into taking notes?
- * What are the benefits of note taking?
- * Which method seems most comfortable for you?

SUMMARY:

Consider Edison's note taking ability. Would this level of note taking be good for you? Do you have a solid list of reasons for why you should take notes in lectures?

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Applying Principles

** Phase 3

Objectives

- * Assess several methods through practice
- * Consider which method is best for your situation.
- * Practice and choose a method.

- a. Which note taking method seems the best overall fit for you?
 - i. What method lends itself best to the types of material being presented?
 - ii. Have you considered a joint method that takes the best parts from several methods?
2. My own note taking style combines the Cornell Method of page splitting, outlining method of creating bullets and sub-bullets, and concept mapping where applicable.
 - a. Try the different note taking methods out with these videos:
 - i. [Merrill on Instructional Design](#)
 - ii. [Matrix Notes](#)
 - iii. [Mind Mapping](#)
3. Choose a method, or blend of methods, and start incorporating them into your class habits.
 - a. Be sure to constantly practice, review, and evaluate your progress in this journey, at least until your note taking methods become habits.
 - b. Don't be afraid to change something if it isn't working for you.

SUMMARY:

Review the methods, practice them, and choose which method works best for you. Start using it regularly, modifying aspects that will work better if changed. Make good habits and stick with them.

References

Cues

Weblist
from links

Websites:

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- * <http://www.lifehack.org/articles/communication/how-to-take-notes-like-thomas-edison.html>
- * http://www.youtube.com/watch?v=i_TKaO2-jXA
- * http://www.youtube.com/watch?v=ZoU257QR_f0
- * <http://www.youtube.com/watch?v=gRzmKQ-OEKY>

SUMMARY:

This page has all of the web addresses and other references that were used in the hyperinquiry.