Notetaking & Textbook Reading Workshop

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Agenda

• Notetaking
  • How you take notes
  • Methods of notetaking
  • Ways to improve notetaking

• Textbook Reading
  • Difference in textbook and leisure reading
  • Reading strategies

• Questions
Think about...

• How do you currently take notes?
  • What is working?
  • What is not working?
  • Can you follow your notes after class?
  • Notes are unique to YOU!

• Computer? By Hand?
  • Pros/Cons of both types of notetaking
# Handwritten or Digital?

<table>
<thead>
<tr>
<th>Handwritten</th>
<th>Digital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easier to create diagrams and illustrations</td>
<td>Faster; easier to take higher volume of notes</td>
</tr>
<tr>
<td>Sometimes better for visual learners</td>
<td>Easier to edit and reorganize for later studying</td>
</tr>
<tr>
<td>Provides more focus for students prone to digital distraction</td>
<td>Can be backed up, shared, searched, etc.</td>
</tr>
<tr>
<td>Can be better for comprehension and retention of conceptual information</td>
<td>Can be better for comprehension and retention of factual information</td>
</tr>
</tbody>
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The Learning Center, University of North Carolina at Chapel Hill
Methods of Notetaking

• Cornell Method : Understanding key ideas and relationships
• Mapping Method : Visualizing connected topics and ideas
• Outline Method : Creates study questions for review
• Charting Method : Viewing many facts
• Sentence Method : Taking quick and simple notes

https://www.oxfordlearning.com/5-effective-note-taking-methods/
The Cornell Method

<table>
<thead>
<tr>
<th>CUES 2.5 INCHES</th>
<th>NOTES 6 INCHES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cues</strong></td>
<td><strong>Notes</strong></td>
</tr>
<tr>
<td>1. During Class</td>
<td>1. Main points and details from class</td>
</tr>
<tr>
<td>Main ideas, prompts &amp; questions.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMARY 2 INCHES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>After Class</strong></td>
</tr>
<tr>
<td>Summary of the lesson, highlighting</td>
</tr>
</tbody>
</table>
The Mapping Method

https://www.oxfordlearning.com/5-effective-note-taking-methods/
The Outlining Method

Main Topic
- Subtopic #1
  Key Point #1
  Key Point #2
- Subtopic #2
  Key Point #1
  Key Point #2

Main Topic #2
- Subtopic #1
  Key Point #1
  Key Point #2
- Subtopic #2
  Key Point #1
  Key Point #2

https://www.oxfordlearning.com/5-effective-note-taking-methods/
The Charting Method

<table>
<thead>
<tr>
<th>Main Topic</th>
<th>Today's Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topic #1</strong></td>
<td><strong>Topic #2</strong></td>
</tr>
<tr>
<td>Point 1 Details</td>
<td>Point 1 Details</td>
</tr>
<tr>
<td>Point 2 Details</td>
<td>Point 2 Details</td>
</tr>
<tr>
<td>Point 3 Details</td>
<td>Point 3 Details</td>
</tr>
</tbody>
</table>

[https://www.oxfordlearning.com/5-effective-note-taking-methods/](https://www.oxfordlearning.com/5-effective-note-taking-methods/)
The Sentence Method

https://www.oxfordlearning.com/5-effective-note-taking-methods/
Notetaking strategies

- Notetaking varies by student. Here are some general tips:
  - DATE each time you take notes
  - Are PowerPoint slides or a class outline provided?
  - Do you learn better handwriting or typing?
  - Don’t write every word that is on the slides/outline if you have a copy. Summarize what your professor is saying
Before class...

• Preview your text or reading assignments prior to lecture. Previewing allows you to identify main ideas and concepts that will most likely be discussed during the lecture.

• Look at your course syllabus so that you know the topic/focus of the class

• Briefly review notes from previous class sessions

• Keep all notes for each class together in one space, in chronological order.
During class...

• Be consistent with your method
• Write down keywords, dates, names, etc. that can be defined or explained later
• Look & listen for hints about material you may see again:
  • “You will see this again”
  • “This will be on the quiz/test/exam”
  • Repeated words or phrases
  • Changes in font in class outline or PowerPoint:
    • Different colors
    • Bold
    • Italicized
    • Underlined
After Class...

- Read and review your notes
- Fill in any gaps/answer any questions you have
  - Talk to classmates
  - Use your professor
  - Utilize materials provided by faculty
    - PowerPoint
    - Outline
    - Textbook
    - Articles assigned
- Rewrite your notes
  - Also a study technique!
Textbook Reading

• Different from leisure reading
  • Why?
  • What do you think the biggest differences are?
  • Why is textbook reading challenging?
Reading Strategies

• Preview! Preview! Preview!
• Break up into chunks of material (10 pages, section, etc.)
• Start at the end and work backward
• Read the section titles
• Read the first paragraph
• Read the last paragraph
• Look at charts/graphs/images
• Read summaries and questions at end of chunk
• Ask hard questions
Reading Strategies

• Read Actively:
  • Highlight—cautiously
  • Take notes in the margins or in a notebook
  • Summarize what you read in your own words
Reading Strategies

• Review what you read:
  • 3 things you learned
  • 2 interesting facts
  • 1 question you still have
Reading Strategies

• Reading takes TIME - schedule reading into your day
• Stay on top of reading assignments - easy to get behind, hard to catch up quickly
• Try an audio book
• Review your notes from your reading to study, and link to your lecture notes
Questions?

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