

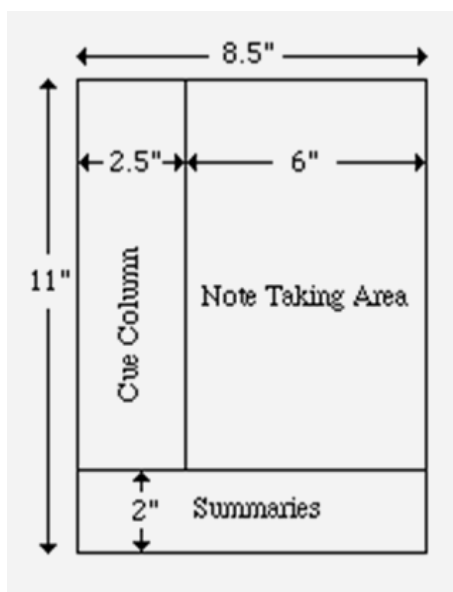
How to Take Good Notes

"The faintest ink is more powerful than the strongest memory."

— Chinese Proverb

Basically Speaking:

1. Don't write everything you hear; stick to main ideas. Note words that are in bold. Focus on the Who, What, Where, When and Why (depending on the subject).
2. Keep notes in keywords or short phrases.
3. Choose handwriting over a keyboard for better memory retention.
4. Be accurate—fact-check when necessary.
5. Use consistent abbreviations or acronyms that make sense to you.
6. Leave white space for additions and revisions.
7. Budget time to review notes and fill in with more information; brainstorm for ideas you may have missed at first glance.
8. Use different color inks to note different topics.
9. Ensure you have some type of organization to your notes—see below!



The Cornell Method

The Cornell method provides a systematic format for condensing and organizing notes without laborious recopying. After writing the notes in the main space, use the left-hand space to label each idea and detail with a key word or "cue."



The Outlining Method

Read/Watch and then write in points in an organized pattern based on space indentation. Place major points farthest to the left. Indent each more specific point to the right. Levels of importance will be indicated by distance away from the major point.

Body Language and Oral Presentations Traditional Format

I. BODY LANGUAGE (conveys your state of mind)

A. Movement

1. Strive for natural movement.
2. Control distracting mannerisms. (pacing, fidgeting).
3. Develop natural style.
 - (a) Move forward to stress points.
 - (b) Step back and focus attention on screen.
4. Hold objects so audience can see them. (never put them away)
5. Avoid excessive and uncontrolled movement.

B. Facial Expressions

1. Smile.
2. Appear relaxed and friendly.

C. Gestures

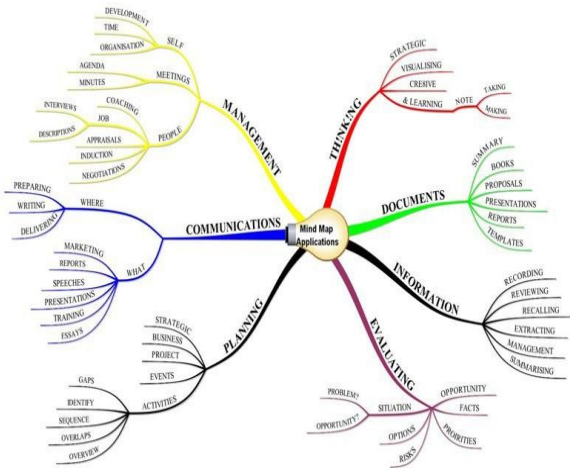
1. Use natural gestures to emphasize what you're saying.
2. Integrate and coordinate gestures with text.
3. Examples
 - (a) number of fingers = number discussed.
 - (b) sizes, shapes - tall, short.
4. Use gestures to help pace yourself.
5. Use gestures based on audience size.

D. Posture

1. Practice good posture.
2. Don't prop up against wall or desk.
3. Don't sit unless it's part of presentation.

The Mapping Method

Mapping is a method that uses comprehension/concentration skills and evolves in a note-taking form which relates each fact or idea to every other fact or idea. Mapping is a graphic representation of the content provided. It is a method that maximizes active participation, affords immediate knowledge as to its understanding, and emphasizes critical thinking



The Charting Method

If the information is distinct (such as chronological), you may set up your paper by drawing columns and labeling appropriate headings in a table.

DATES	WAR	COUNTRIES	LEADERS	SIGNIFICANCE
1939 - 1945	WORLD WAR II	GERMANY JAPAN GREAT BRITAIN RUSSIA USA FRANCE POLAND and more	ADOLF HITLER JOSEPH STALIN FRANKLIN ROOSEVELT WINSTON CHURCHILL	BLAME BLAME BLAME
1950 - 1953	KOREAN WAR	KOREA USA CHINA	HARRY TRUMAN KIM IL-SUNG	

For additional information, please visit

utc.edu/center-academic-support-advisement/center-college-student-success/academic-success/note-taking-methods.php



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