

Note Taking Keys

KEY # 1: LISTEN UP!



You cannot take good notes if you are a lazy or passive listener.

*Listening is something most people think they do well, but actually listening is a skill that must be **INTENTIONALLY** developed.*

Some tips for developing your listening habits and skills are:

1. **PREPARE** for class. Make sure you have completed all of your assigned reading before class.
2. **MAKE NOTES** of the topics you did not understand in your reading, so that you are already listening for clarification.
3. Be a **SERIOUS LEARNER** with a positive attitude—learning is all up to you. Listen actively, no matter how dry and boring your instructor may be. What your instructor says is important to him/her or they would not say it—discipline yourself to stay engaged. **No ZONING!**
4. Listen for **“CUE” WORDS** your instructor might use to emphasize the importance of something they have said, or are about to say.
5. **ASK QUESTIONS.**
6. Do not let your mind wander. **CONCENTRATE** on concentrating—intentionally and actively fight against distractions.
7. Takes notes as you listen. Even if you think you already know the information, **JOT IT DOWN** because you will not remember it later unless you do.

WHAT TO RECORD:

- ✓ What your instructor writes on the board
- ✓ Main points listed in a Power Point presentation
- ✓ Words or ideas that your instructor repeats
- ✓ Information that your instructor says **“This is important”** or **“Write this down.”**
- ✓ Lists, steps, phases or stages your instructor goes over in class
- ✓ Homework assignments and instructions your instructor explains in class

KEY #2: Develop a note-taking method that works for you

There are many ways to organize or format study notes. You can play with all of them and see what works well for you in each class you are taking (See other side for examples). But here are some things that work, no matter which method you use:

1. Start each new lecture on a new page. Record the course name, date, and page number at the top of each page. Keeping your notes in sequence is important.
2. Write only on one side of the paper.
3. Leave blank spaces for filling in missing information, comments, or questions later on.
4. Include: facts and examples, word for word definitions, lists, information that is repeated or emphasized by the instructor, drawings, charts, and illustrations.
5. Make up shortcuts for common words. For example: before=B4, dollars=\$, question = ?, etc.
6. TAKE **COMPLETE NOTES**. Write down as much as you can catch, then fill in the gaps later.

KEY #3: Review, edit and complete your notes within 24 hours!

Notetaking methods...

Outlining

Jo Student, Beg. Writing, 1/20/12

Parts of Speech

I. Nouns and Pronouns

- A. Nouns are persons, places, or things
- B. Personal pronouns refer to a person or persons (I, you, me, we, they, us, him, her, it, them etc.)
- C. Nouns can be subjects or objects of sentences.

II. Verbs

- A. Tell actions or express the state of being.
- B. Have tenses: present, past, and future

III. Descriptive words: adjectives and adverbs

- A. Adjectives describe more about a noun
- B. Adverbs describe more about an action

Roman numerals indicate main points, letters are sub-points further explaining the main points.

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Our goal is to help you achieve YOUR goal!

Key words, questions on the left side.

Take notes in class on the right side,

Cornell Method

Jo Student
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Parts of speech

- | | |
|-----------------------|--|
| 1. Nouns/
pronouns | Nouns- person, place, thing
(pronoun- I, me, we, they, us, etc) |
| 2. Verbs | Verbs- indicate an action/state of being |
| 3. Adjectives | Adjectives- describe a noun, i.e. large, small, tall, ugly, etc) |
| 4. Adverbs | Adverbs- describe verbs, i.e. fast, slow, |
| 5. Conjunctions | Conjunctions- connecting words |
| 6. Prepositions | Prepositions/prepositional phrases show relationships |
| 7. Interjections | Interjections- exclamations like "Oh!" or "Ooops!" |

There are 7 main parts of speech used to construct sentences.

Summarize in the bottom section.

Mind Mapping/Concept Mapping

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