**Learning Resource Center**

**NOTETAKING TIPS & 4 MODELS**

(Adapted from Cal Poly EOP Notetaking handout)

* **NOTETAKING TIPS**
  + If the professor writes it down, write it down
  + Write legibly, use only one side of your paper, and number your pages
  + Draw pictures whenever possible. A picture is worth a thousand words!
  + Keep your book open during the lecture and consider taking notes only if it’s not in the book.
  + Underline, capitalize, draw arrows
  + READ YOUR NOTES WITHIN 24 HOURS OF THE LECTURE (rewrite & annotate them if time)
  + Write the word as it sounds (e.g., easy=ez)
  + Write just the beginning of the word (important=imp; small=sm; education=ed)
  + Leave out vowels (vampire=vmpr; zoologist=zlgst)
* **Model 1: SENTENCE FORM - A series of numbered statements**

Advantages: Good for following a disorganized lecturer

Disadvantages: Difficult to study major and minor un-prioritized topics

* **Model 2: STANDARD OUTLINE FORM**

1. Organization of notes
   1. Roman numerals & capital letters, Arabic numbers and lower case letters
      1. Roman numerals and capital letters
         1. Roman numerals for main topics
         2. Capital letters for sub-topics
      2. Arabic numbers and lower case letters
         1. Arabic numbers for supporting facts
         2. Lower case letters for examples
   2. Use indentation to different depths
      1. Roman numerals at margin
      2. Capital letters 1 inch in from Roman numeral
      3. Arabic numbers 1 inch in from capital letters
      4. Lower case letters 1 inch in from Arabic number
2. Advantages & Disadvantage of Standard Outline Form
   1. Material is logically organized
      1. Easier to study
      2. Requires logical thinking which enhances understanding of material
   2. Outlining as you’re listening to lecture can be challenging

* **Model 3: CORNELL 2-6-2 NOTETAKING** 
  + Draw a line 2” from the left side and 2” from the bottom.
  + Write notes in outline form on right side of paper.
  + Write key words and any questions in the left margin.
  + Write unfamiliar words in the bottom margin.
  + Advantages: Provides 3 important features--outline, summary and definitions
  + Disadvantages: Uses more paper
* **Model 4: BIG PICTURE VS. DETAILS METHOD** 
  + Draw a line down the middle. Write Big Picture on one side, Details on the other side.
  + Advantages: Easy method; easy to study
  + Disadvantage: Uses more paper