



Strategic Note Taking

Skills to Enhance Personal Success (STEPS)

Your **ACADEMIC SUCCESS** matters!



Student Success and Leadership Centre

Your success matters! At the Student Success and Leadership Centre we recognize that your idea of success is unique. We are here to contribute to your academic success as well as your personal growth:

- Experiential Learning
- Leadership and Volunteer Experiences
- Programs for Orientation and Mentoring
- Study Skills
- Writing Support



Introduction

- Taking notes during lecture can be difficult. For instance, you may struggle to stay focused or to keep up with what your instructor is saying.
- This module is meant to equip you with a better understanding of note taking and tools to take effective notes.
- Students are encouraged to take notes throughout the module.



Overview

1. The Effective Note Taking module will provide information on how to take effective notes in class.
2. The main objective of the module is to learn how to apply **Active Listening, Organization, and Note Taking Systems.**
3. Students will also have the opportunity to test themselves on their mastery of the content by completing a quiz at the end of the module.



Before the Lecture

- If possible, **schedule your classes during your peak energy times**. Not an early riser? Try to avoid morning classes! Be sure to arrive with enough energy to stay focused. A nutritious snack may help you through a three-hour lecture.
- **Complete assigned readings before class** (participate, ask questions, identify important material). This makes you better able to participate during lecture.
- **Be selective about where you sit**; avoid distractions (e.g., your chatty friend, distracting laptop screens, etc...).



****Key to Success:** *Review your lecture notes on a regular basis!***



Attendance

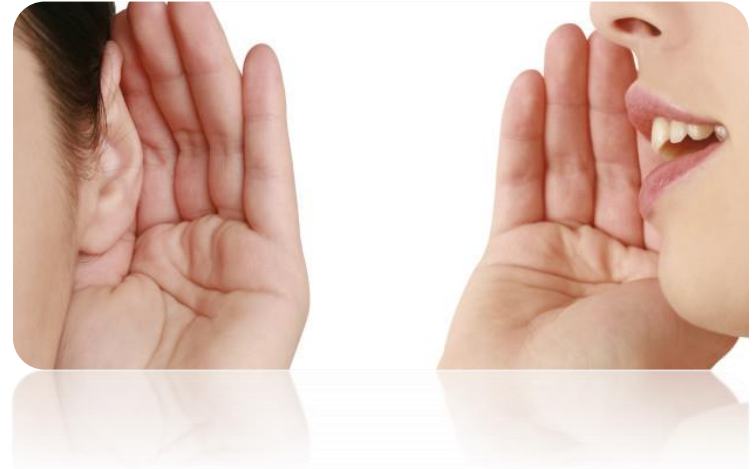
- Attending class is vital to your academic success.
- If you have to miss a class, make sure to get lecture notes from a friend. It is helpful to form a few friendships in each class in case you have to miss a day. Do not expect your professor to give you their notes or to repeat the entire lecture for you.
- Be sure to address questions with your friends and/or instructor/TA/GA.



During Lecture

Active Listening

- Note taking can prevent your mind from wandering and help you pay attention to what your professor is saying. Thought speed is much faster than speech speed (400-500 vs. 100-125 words per minute).
- Active listening can help you anticipate next points, identify main ideas and supporting materials, check for understanding, and assist with retention.
- During lecture, listen for and record key phrases, connections to previous lectures, opinions, repetitions, and examples. Likewise, body language and tone can be helpful to communicate enthusiasm and importance of points.



During Lecture

Active Listening (continued)

- *Passive listeners:* **P**assively listen, **E**xpect to be entertained, **S**louch, **T**une out (P.E.S.T.)
- *Effective listeners:* **S**it up, **L**ean forward, **A**sk questions, **N**od and smile, and **T**rack the speaker (S.L.A.N.T.)
- Be sure to engage the instructor during or after lecture (make comments and ask questions).



Recording Lecture Notes

- Stay organized! Date and title your notes and sort them into a course folder or binder. It may be helpful to set aside an hour each week to ensure everything is organized and to see if you are on top of reviews and assignments.
- Use your own words as much as you can. This will help you with recalling the information at a later date and at test time.
- Use visual organizers like indents, numbered lists, charts, tables, arrows, and doodles to facilitate note taking speed and retention.



Recording Lecture Notes

- Record examples that help you understand the concepts discussed in class.
- If you miss a point (e.g., you zoned out, the instructor spoke too fast), make a note of it and leave space to fill in the information later. Ask a peer or your instructor to help you with the point you missed.
- Consider voice recording the lecture, so that you can playback difficult sections – but be sure to check with the current campus policies and consult your instructor.



Recording Lecture Notes

Efficiency

- Speed up your note taking by using abbreviations (short forms) and symbols.
- Worry about grammar and spelling afterwards.

Word(s)	Symbol	Word(s)	Symbol
for	4	up/increase	↑
to	2	down/decrease	↓
with	w/	number	#
without	w/o	at	@
within	w/i	money/dollars	\$
and, plus	&, +	important	!
minus, less	-	greater than, more than	>
no, not ever	∅	less than	<
between	b/w	the same, equals	=
infinity, a great deal	∞	not the same, different	≠
positive, good, for	(+)	times, cross trans	X
negative, against	(-)	towards, going	→
question	Q/?	from	←
		therefore, because	∴

****Key to Success:** *Studies say that taking notes by hand rather than on your computer helps with memorization.***



Recording Lecture Notes

The Cornell Note Taking Method

- **Notes column:** Record main ideas during class as meaningfully and complete as possible using symbols and abbreviations.
- **Cue/Recall Column:** Record questions, connections, and reminders during class. Recall key terms after class (or as soon as you get a chance). Reduce ideas and facts to concise jottings as cues during your studying.
- **Summary Column:** Reduce and summarize what you learned into 2-4 sentences. By doing this following each lecture, you test your understanding and create helpful summaries for each unit.



Cue Column

2.5 inches

- Main ideas
- Questions that connect points
- Diagrams
- Study Prompts

When?

- After class
- During review

Notes Column

6 inches

- Main lecture notes here
- Use concise sentences
- Use shorthand symbols
- Use abbreviations
- Use lists
- Put space between points

When?

- During class

Summary Column

- For top level, main ideas
- Use as a quick reference area

When?

- After class
- During review

2"

The Cornell Note Taking Method



Sketchnoting



- **Think improvisation, not perfection:** Do you doodle? Try to use your creativity to capture the lecture content. It might just help you to stay focused and to remember the concept better by structuring and (visually) articulating the material! Rather than drawing, sketchnoting is a form of visual communication. If you mess up a line, draw over it again.
- **Colour:** Start with one colour, then add a few other colours to enhance contrast and organization.



Sketchnoting

- **Use:** Text, boxes, doodles, shades, lines, arrows...
- **Inject your personality into the pages:** Do you draw disproportioned people, have shaky lines, and quirky handwriting? Run with it. It is important to consider that sketchnotes can be as linear or abstract as your personality (or the lecture / reading) dictates.
- **Put your 2¢ in:** Feel free to add your own commentary to the page.



Sketchnote Tips

Carol Anne McGuire

Lettering

•Print (easy to read)

High Low

SKINNY FAT

ALL CAPS
SMALL CAPS

Kinder

FANCY

≡ Fast

~~Reverse~~

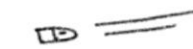
BLOCK

3D

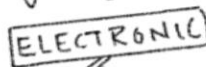
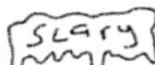
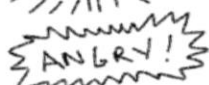
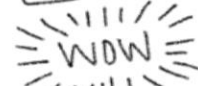
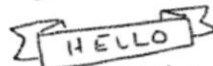
DASH

Scripts

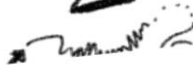
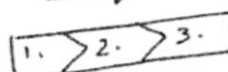
Bullets



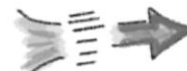
Frames



Connectors



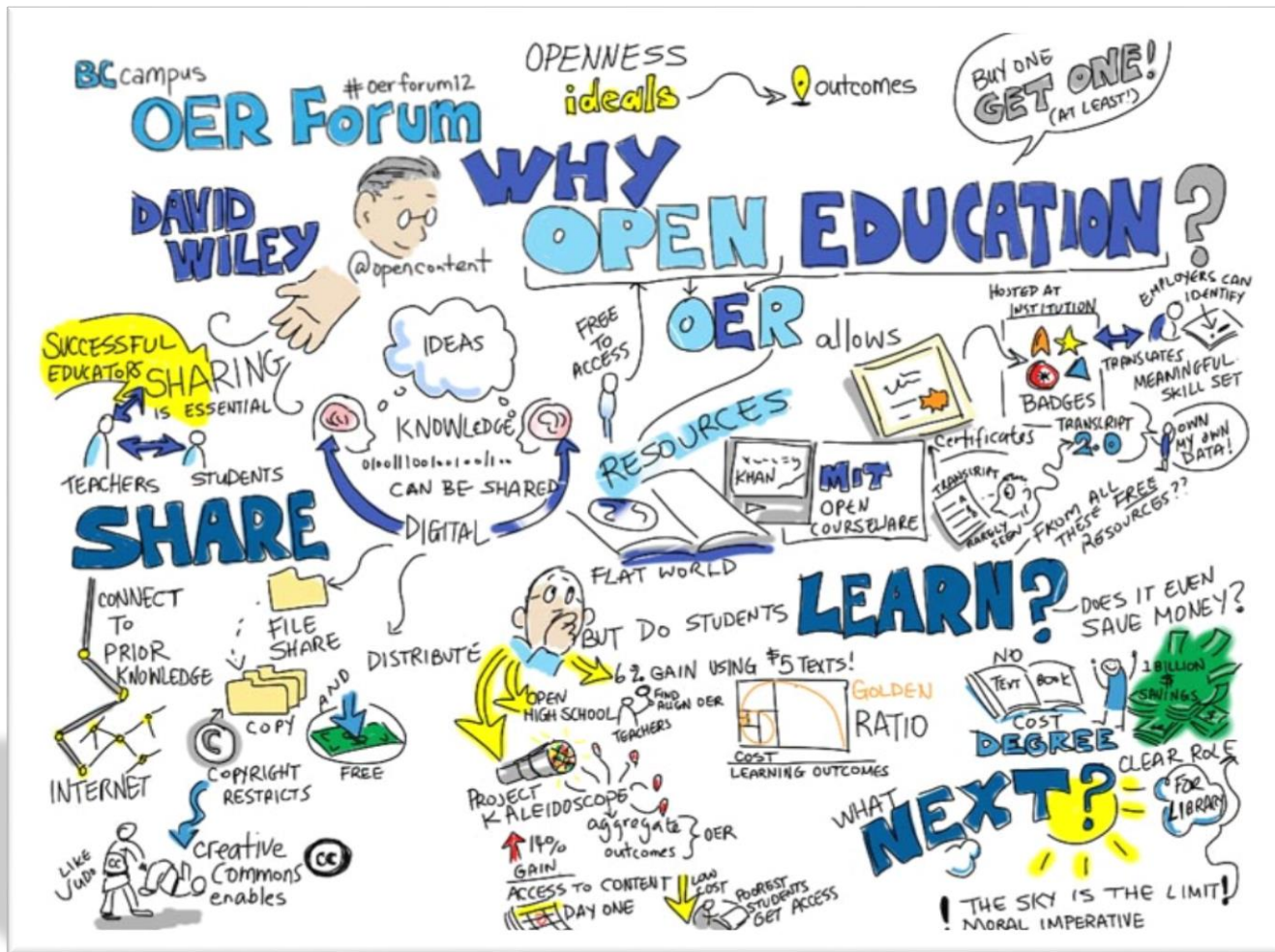
Shadows



People



Sketchnoting



Review

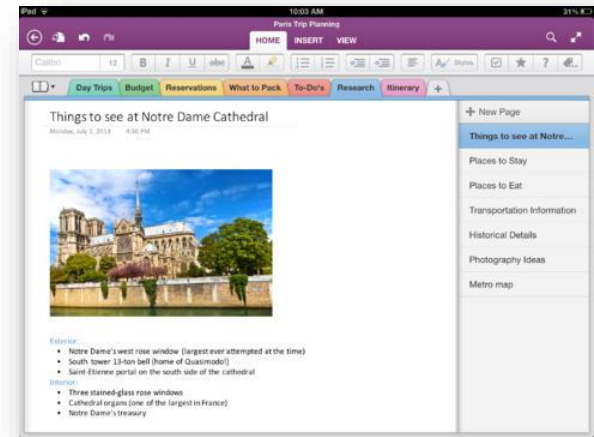
1. Note taking is vital to your academic success. It facilitates both your ability to focus on the lecture and to retain the discussed content.
2. To boost your note taking skills, you can adapt different strategies, including the Cornell system, symbols, or the more visual form of sketchnoting.
3. Without frequent review, note taking is not very effective. Be sure to schedule regular, brief review sessions and to preview older notes before class.



Useful Phone Apps

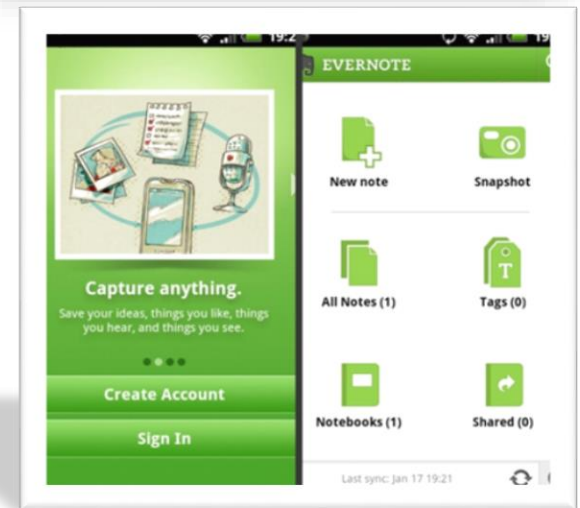
- **Microsoft OneNote**

- Free
- Available on iPhone and Android
- Create, edit, and store up to 500 notes
- Add images, draw diagrams in notes
- Sync notes to laptop or other devices



- **EverNote**

- Free
- Available on iPhone and Android
- Make notes creative- can add pictures, audio
- Can insert pictures/ sections from textbook
- Sync your notes across all devices you use
- Organize notes by notebooks and tags



Reminders...

- If you haven't yet, we would like to invite you to complete the LASSI and the VARK online learning assessments. These tools help assess how you learn best!
- To request the links to these assessments or to book an individual appointment to review your results, please email **steps@uwindsor.ca**
- If you have questions relating to the material discussed in any STEPS workshops, please email **steps@uwindsor.ca**



Reminders...

Skills to Enhance Personal Success (STEPS) Fall 2017 Workshop Schedule

STEPS offers sessions to introduce practical methods that can help students improve learning and study skills across disciplines.

Sessions are
FREE!!!

All workshops are approximately
30 minutes in length.

**NOTE: PRE-REGISTRATION IS
NOT REQUIRED.**

See reverse side for workshop
descriptions

*Each month you have a chance to
win a customized Study Kit! Attend
a STEPS session for more
information.*

For specific inquiries, please
contact:
STEPS Coordinator
Student Success Centre
Lower Level, Dillon Hall
steps@uwindsor.ca ; Ext: 3471

SEPTEMBER

Date & Time	Workshop	Location
12th @ 3:00pm	Taming the Chaos	Dillon Hall, Rm 267
13th @ 1:30pm	Strategic Note Taking	Dillon Hall, Rm 267
19th @ 1:30pm	Effective Memory Strategies	Dillon Hall, Rm 267
20th @ 10:30am	Study Smarter, Not Harder	Dillon Hall, Rm 267
21st @ 3:00pm	Multiple Choice Tests and Exams	Dillon Hall, Rm 267
26th @ 10:30am	Exam Preparation (Science & Math)	Dillon Hall, Rm 267
27th @ 3:00pm	Test Anxiety	International Student Centre, Rm 204
28th @ 1:30pm	Exam Preparation (FAHSS)	Dillon Hall, Rm 267

OCTOBER

Date & Time	Workshop	Location
3rd @ 1:30pm	Multiple Choice Tests and Exams	Dillon Hall, Rm 267
4th @ 3:00pm	Effective Memory Strategies	Dillon Hall, Rm 267
17th @ 3:00pm	Test Anxiety	Dillon Hall, Rm 267
18th @ 1:30pm	Study Smarter, Not Harder	Dillon Hall, Rm 267
19th @ 10:30am	Choose Your Session	Dillon Hall, Rm 267
24th @ 1:30pm	Exam Preparation (Science & Math)	Dillon Hall, Rm 267
25th @ 10:30am	Exam Strategies (FAHSS)	Dillon Hall, Rm 267
26th @ 3:00pm	Exam Strategies (Science & Math)	Dillon Hall, Rm 267

NOVEMBER

Date & Time	Workshop	Location
1st @ 3:00pm	Choose Your Session	Dillon Hall, Rm 267
2nd @ 10:30am	Multiple Choice Tests and Exams	Dillon Hall, Rm 267
7th @ 3:00pm	Effective Memory Strategies	Dillon Hall, Rm 267
8th @ 1:30pm	Taming the Chaos	HK, Rm 144
14th @ 1:30pm	Test Anxiety	Dillon Hall, Rm 267
15th @ 3:00pm	Study Smarter, Not Harder	Dillon Hall, Rm 267
21st @ 3:00pm	Exam Preparation (FAHSS)	Dillon Hall, Rm 267
22nd @ 1:30pm	Exam Preparation (Science & Math)	Dillon Hall, Rm 267
28th @ 1:30pm	Choose Your Session	Dillon Hall, Rm 267
29th @ 10:30am	Exam Strategies (Science & Math)	Dillon Hall, Rm 267
30th @ 3:00pm	Exam Strategies (FAHSS)	Dillon Hall, Rm 267

DECEMBER

Date & Time	Workshop	Location
4th @ 10:30am	Choose Your Session	Dillon Hall, Rm 267
5th @ 3:00pm	Choose Your Session	International Student Centre, Rm 204
6th @ 1:30pm	Choose Your Session	Dillon Hall, Rm 267

- For more information and resources related to note taking, visit www.uwindsor.ca/steps.
- STEPS offers a variety of interactive study skill workshops as well as individual consultation.
- For support with academic issues, remember to seek support from your instructors and teaching/graduate assistants.



University of Windsor

Student Success & Leadership Centre

Bonus Marks

- The Strategic Note Taking quiz qualifies for bonus marks for the following courses:
 - **01-01-220** (Investigating the Contemporary World)
 - **01-01-150** (Effective Writing I & II)
- Be sure to complete all required fields (Name, course code, professor name, etc...)
- Students must correctly achieve a 60% or better on the quiz in order to qualify for the bonus mark.
- The quiz must be completed by the last day of class within the semester the student is taking the course.

Fall: December 6, 2017

Winter: April 6, 2018

Intersession: June 18, 2018

Summer Session: August 20, 2018



STUDENT SUCCESS AND LEADERSHIP CENTRE

Your SUCCESS matters!

There are many ways to reach us:



steps@uwindsor.ca
success@uwindsor.ca



www.uwindsor.ca/steps
www.uwindsor.ca/success



519-253-3000 extension 3471
Dillon Hall, Lower Level

@UWinStudentExp



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Quiz Time!

Be sure to test what you just learned!

Take the Strategic Note Taking QUIZ!!

