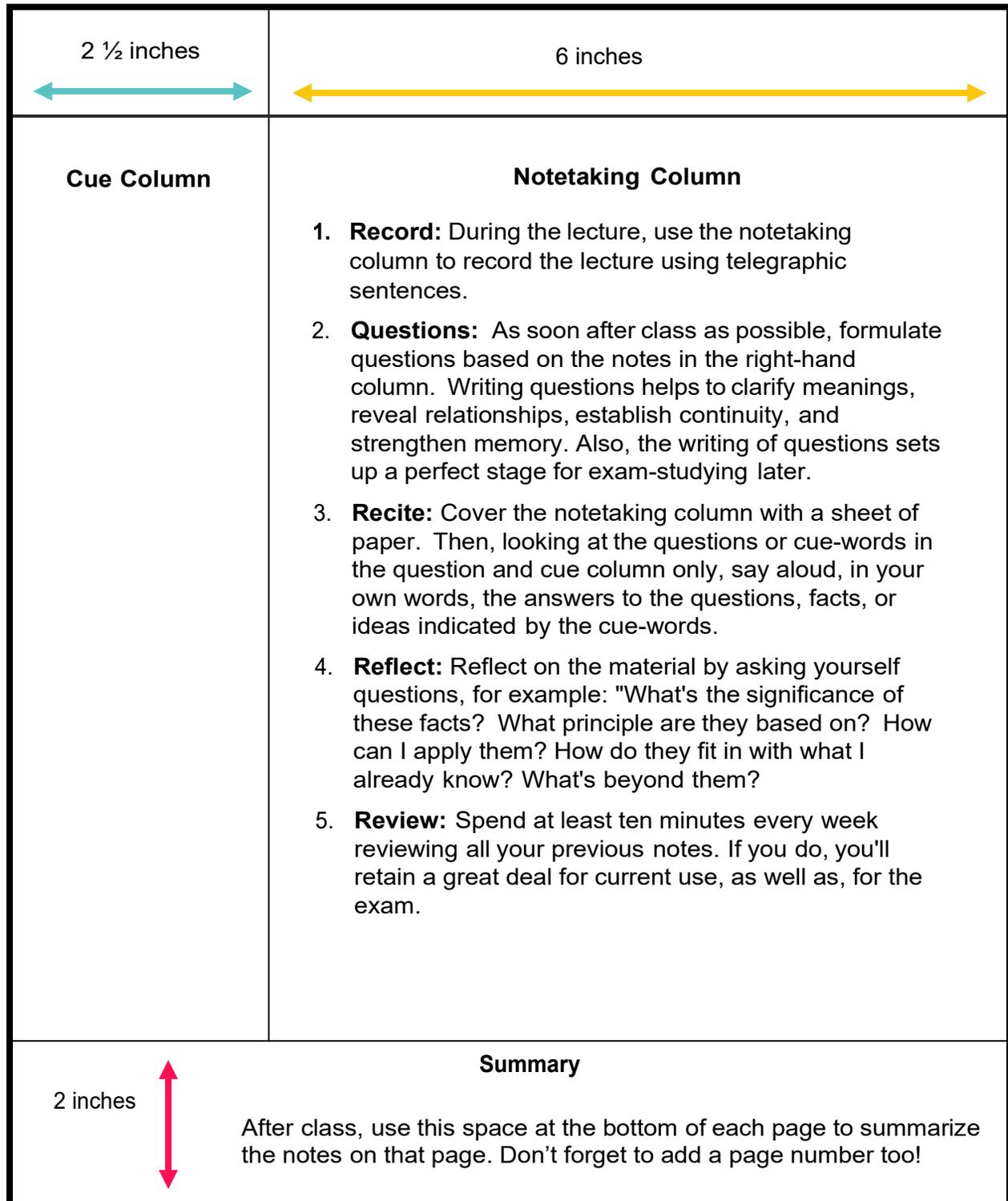


NOTE TAKING STRATEGIES

The Cornell Note-taking System

Use Cornell Notes for any subject while taking notes during lecture or for textbook reading. Fold the page in half between the cue-column and note-taking column for instant flashcards to review.



Cornell Notes Example & Tips for Success

2.5"
**CORNELL
NOTE
TAKING**

CUE COLUMN

This section is to be completed after the lesson/lecture, and should include key words or phrases as well as vocabulary, people or case studies you may need to research, and potential exam questions. I guess you could say this column is for the

**WHAT'S
WHO'S
WHEN'S and
WHERE'S**

NOTE TAKING COLUMN

This section of your page is dedicated to lesson time and in class note taking. You might want to include:

- Main points and lesson objectives
- Diagrams, graph sketches, drawings or charts
- Bullet points/numbered processes
- Concise sentences
- Shorthand symbols/paraphrases/abbreviations

Also, try to leave lines between points so you can go back in and add any brief notes you may have missed. This extra space will also give you a sense of clarity.

You don't have to use a ruled line version- try one with a blank note taking section to experiment with mindmaps, tables or whatever takes your fancy - make it personal to you.

You might say this column is for the **WHY'S** and **HOW'S** with some of these guys thrown in.

ALSO
If you really run out of space, add a post-it, but do try to summarise on just one page!

SUMMARY SECTION

2"
This section should be written last, after class. It should also only really contain a basic, condensed summary of your notes in the Cue column, and important details of your main notes. It is used to quickly find & digest info later.



Blank Cornell Notes

| | | |
|---------------|------------------|---------------|
| Cornell Notes | Topic/Objective: | Name: |
| | | Class/Period: |
| | | Date: |

Essential Question:

Questions:

Notes

Summary:



Concept Maps

Concept maps are spider web-like diagrams used to organize information about a concept or topic in a hierarchical manner. The concept or topic is written in the center or top of the map and related words or phrases are written on rays extending from the topic. Concept maps also go by the name of clusters and webs.

When to use Concept Maps?

Concept maps are used to organize information either during or after learning has occurred. They are often used to visually depict connections in a unit of study or across curriculum. In writing, concept maps can be used to organize ideas before beginning to write. In a unit of study that extends for a long duration of time, concept maps can be used for note-taking as the connections unfold.

Why you should use Concept Maps

Concept maps help you to make sense of the content you encounter during both firsthand experiences, like in-class lectures and through reading or assignments. Placing the information in hierarchal order brings together visual and verbal learning paths to help you remember more.

How to Develop a Concept Map for Writing Papers

- Write the name of the topic or concept in the center or top circle/box on a sheet of paper. Brainstorm as many words and phrases as you can think of that relate to the concept.
- Select the words and phrases from your list that connect to the concept or other words that were listed. The selected words are written in other circle/boxes that are attached to the center circle/box by rays.
- Branch off of these circles/boxes with more specific words that relate to the concept or topic.
- The order should go from general in the center of the map to more specific.

How to Develop a Concept Map for Studying Content

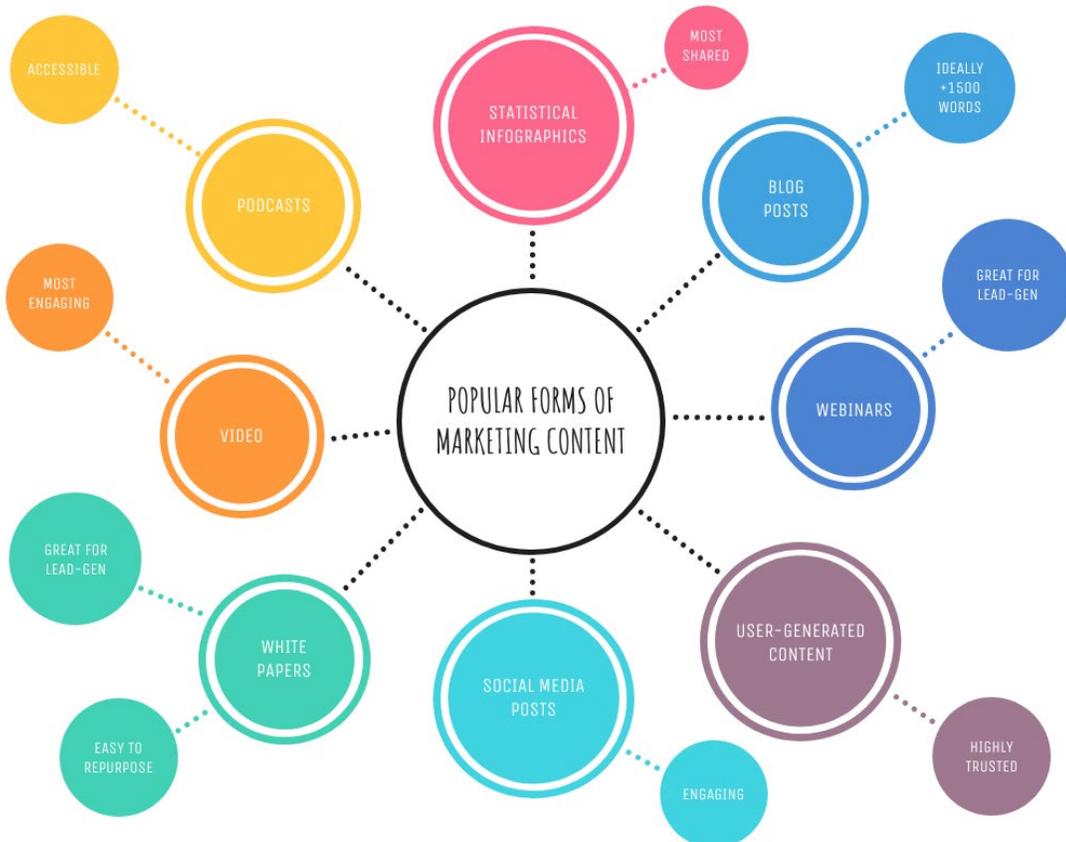
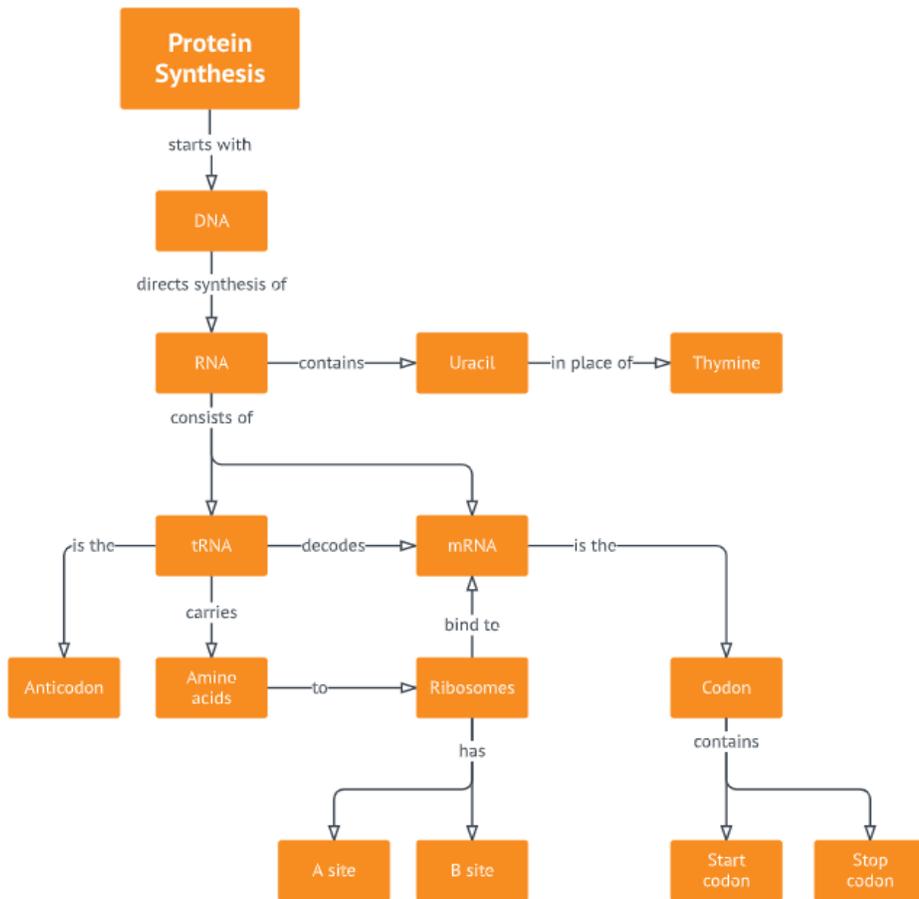
- Write the key idea or main topic of the content to be studied in the center or top circle/box on a sheet of paper. Brainstorm as many words and phrases as you can think of that relate to the concept.
- Select the words and phrases from your list that connect to the key idea or main topic that was listed. Order your secondary boxes in a way that makes sense for the subject.
- Branch off of these circles/boxes with more specific words that relate to the concept or topic.
- The order should go from general in the center of the map to more specific.

How to Develop a Concept Map for Studying Content

See the example concept map on the next page.

Create your own concept maps by hand and color code with pens, highlighters and markers. Or try digital tools within Microsoft and Google Suites using shapes and textbooks or with online mapping tool such as XMind or Mindmap.apps

Concept Map Examples



Speed Study Diagrams

Use speed study diagrams to categorize relevant data from subsections of your class content. This review method is helpful when studying for tests to quickly determine what pieces of content connect to another piece. You can even fold your paper on the column lines to hide information and quiz yourself on what you've learned and what you still need to study.

How to Create a Speed Study Diagram

Categorize based on the subject matter. For example in history you may have *people, places, dates, and events* you need to recall, give each of them their own column. In science you may need to know which *formulas* are related to which *biological processes* and *how*.

Speed Study Diagram Examples

History Example

| Date | Place | People | Event |
|----------------|----------------------|---------------------------------|----------------------------------|
| July 1-3, 1863 | Battle of Gettysburg | <u>Union:</u> General Meade | Turning point of the Civil War |
| | Gettysburg, PA | <u>Confederate:</u> General Lee | Most costly battle in US history |

Literature Example

| Character | Key Traits | Turning Point | Result |
|----------------|---|---|--|
| Juliet Capulet | Star-struck, impulsive (far less than Romeo), thinker, cautious | Escapes to marry Romeo, fakes death | Wakes up after Romeo is dead, kills herself out of grief. |
| Romeo Montague | persistent, outgoing, impulsive, sincere | Kills Tybalt (Juliet's cousin) and is banished. | Finds Juliet, believes she is really dead, takes his own life. |

Science Example

| Formula | Basic Overview | Detailed Overview |
|---|--|---|
| $C_6H_{12}O_6 + 6O_2$ \rightarrow $6CO_2 + 6H_2O + \text{energy}$ | Breakdown of glucose to produce energy | Each sugar molecule is broken down through series of chemical reactions. Chemical energy is released from the bonds in the monosaccharide, and synthesizes high-energy adenosine triphosphate (ATP) molecules |

Math Example

| Histogram v. Scatter Plot | Correlation | Regression Line |
|---|--|--|
| <u>Histogram:</u> Displays distribution of 1 variable <u>Scatter Plot:</u> Displays joint distribution of 2 variables - Indicates knowing one variable helps in predicting the other - Linear Association - Points "swarm" about a line | <u>Analysis:</u> Measures strength of linear Association. Association is NOT causation <u>Correlation Coefficient (r):</u> Measures linear assoc. <i>Negative Correlation</i> -- slants left; high values of one with low of other -1 = perfect neg. cor. <i>Zero Correlation</i> -- no real pattern; no value assoc. 0 = no linear relationship <i>Positive Correlation</i> -- slants right; high values of one with the other 1 = perfect pos. cor. | Line of least squares Helps predict y from x Falls on a line but not the SD line |



Blank Speed Study Diagram

| | | |
|--|--|--|
| | | |
| | | |
| | | |



ORGANIZATION STRATEGIES

First, a little reassurance and inspiration:

You DON'T have to become rigid and methodical to become more organized. You simply set up a framework of order that lets you function without getting tangled up in undone tasks.

Organization means you do things for a good reason, at the best time for you, in the easiest way, to get the results you want.

Setting up an organizational system is like installing an electrical circuit in a house. It takes time and effort to set up the system, but once it's done, all you do is flip a switch and things happen!

Ask yourself some questions checking "yes" or "no" for each

| | YES | NO |
|--|-------|-------|
| Do you feel worried about what you have to do? | _____ | _____ |
| Do you feel guilty about what doesn't get done? | _____ | _____ |
| Do you often rush to meet deadlines? | _____ | _____ |
| Do you seem to be dealing with one crisis after another? | _____ | _____ |

Are these negative experiences making life less enjoyable? Organizing could help.

When setting up your own organization system, remember....

There are four elements of organization: a sense of *place*, a sense of *time*, a sense of *order*, and a sense of *priority*. The techniques below address these four elements and have helped many students to organize themselves. Look them over and star the ideas that you may find helpful. Then begin to use them today. The best time to organize is NOW.

Organize your Physical Space

Separate courses to make them more manageable.

- Use a small 3-ring binder for each course or divide one large binder with color-coded dividers.
 - Get a 3-hole punch and file all papers for each course in the correct section: syllabus; a list of assignments; lecture notes; handouts; rough drafts of papers; returned tests, quizzes, and papers.
 - You don't need to carry all five note books; stock your backpack with 3-hole punched paper for class notes, then file notes in your notebook after class each day.
- Utilize spirals and folders of the same color for different classes.
 - Take all your science notes in your GREEN spiral and put all class papers, assignments, and returned work in a GREEN folder
 - Write all your literature lecture notes and brainstorm for papers in a BLUE spiral and put all printed papers, edited papers, and reading notes in a BLUE folder

Make a new daily habit

DATE every piece of paper, LABEL it with the course name or topic, hole punch and place in your binder(s) or place in the correct color coded folder. Include lecture notes, handouts, assignment information, plus returned tests, papers, homework or quizzes.

Before an exam, your test preparation kit will be complete, organized, and ready to use. You'll never waste time hunting for a review sheet the night before a test.

Set up a simple filing system with important academic you don't want to misplace. For example:

1. your current schedule of classes
2. tuition/room and board bills and receipts
3. all financial aid information and records
4. print outs of all grade reports from the registrar (mid-semester and final grades)
5. all advising and registration records (planned schedule, add/drop forms, degree progress reports, incompletes, transcripts, etc.)
6. the SMU catalog for the year that you entered; save this, because you are bound by the graduation requirements of that year

Use the same method for important personal information:

1. bills (credit cards, gas cards, etc.)
2. receipts (bookstore, credit card purchases, etc.)
3. if you have a car, a folder for insurance, maintenance records, inspection, warranties, parking permits
4. if you have a job, a folder for work schedules, tax documents, etc.
5. for each campus organization you belong to set up a folder to hold information on activities
6. if you live in a residence hall, a folder for information on policies, floor meetings, events & contact info
7. if you live in an apartment, a folder for your lease, information on policies and amenities, etc.

Handle MAIL effectively: as you open an envelope, mark it with the DUE DATE of a bill or a form to be completed, then DROP it into the correct folder. Once a week, take a few minutes to PULL and pay all bills due next week, or to complete that financial aid form or internship application. You need never miss an important deadline that could cost you money or, even worse, an opportunity.

You will often have physical AND digital information that you need to keep track of so you must also organize your digital workspace effectively!



Organize your Digital Space

It is usually easy to see the clutter in the physical world and see the immediate benefits from organizing it. Our digital spaces can quickly become unorganized but are also easier to hide disorganization. To be effective in work, school, and our personal lives digital space requires organization too.

Academically, you'll use your digital workspace to complete assignments, do research, read textbooks and class materials, and communicating with peers and professors. Outside of school, your digital workspace is also used for purchases, bill-paying, entertainment, and communication.

Organizing this workspace will save time and effort.

Develop a logical file structure and place these folders on your desktop.

These should include a folder for each Course, one for social activities (such as clubs and organizations), and one for business/household use (PDFs of credit card statements, utilities bills, etc.).

Create subfolders as needed.

In course folders, it may be a folder for each assignment, or a folder for exam review. A research folder that contains articles you have read. Similarly, create folders for each club or organization, and one for each household necessity such as leasing information, utilities, or insurance.

Be diligent

Deal with digital material as soon as you get it. Documents can easily be lost, leaving you to search for the latest version of a paper or assignment.

Only use SAVE AS.

This will allow you to make choices of where a document goes rather than having it save to some default folder.

Use VERSIONING effectively

When you are working on an assignment or paper, it is easy to suddenly find you have multiple versions of the same document, and this could lead to confusion, and the loss of good work. Name documents consistently. Create a system and stick to it.

Instead of just naming an assignment "*HDEV1110 – assign 1 – reflection*" you can include a date, version number, or stage of the process for the assignment. Alternative names for assignments could include:

- *HDEV1110 – assign 1 – INSTRUCTIONS*
- *HDEV1110 – assign 1 – BRAINSTORMING*
- *HDEV1110 – assign 1 – EDITING*
- *HDEV1110 – assign 1 – FINISHED TO REVIEW*
- *HDEV1110 – assign 1 – SUBMITTED*

At the end of a semester

Create a new folder and archive all your course folders there to reduce clutter in your file storage system.

Handle EMAIL effectively: the volume of email you will receive is staggering. Therefore it is essential that you organize your email account.

Just as you did with physical and computer files, create email folders and sub-folders for Courses, Social Activities, and Business. When bills come in, mark the due date on your computer's calendar, and then DROP the email into the correct folder. Every day, take a few minutes to sort and delete unwanted email, and file away messages you want to archive.

Helpful Habits to Stay Organized

Getting organized takes time and effort, make sure you stay organized with these helpful habits.

Organize your room, especially if you plan to study there

Disorder is a powerful distraction that can prevent concentration. Clear your desk of everything except what you are working on, and clear your visual field (what you see when seated at your desk) so you see only study-related objects. Keep posters, photos, souvenirs, etc. out of sight and thus out of mind. Have at hand all the tools you need, including dictionary, thesaurus, and calculator.

Avoid studying on your bed; its association with sleep is much too strong to resist.

Locate and regularly use an ideal study location

While you may be able to deal with easier tasks among the distractions of your room, difficult study may demand a better setting. Where you study may be as important as how long you study. Working on intellectually challenging material in distracting conditions can take 2 to 3 times longer than in ideal study conditions. That means you could cut your study time by 1/2 to 2/3 simply by finding -- and using -- the right location.

Research indicates that students who regularly study in the library earn better grades, perhaps because being surrounded by others who are working can help you get started and keep going. If Fondren Library is crowded with friends who distract you, try the Science/ Engineering Library, the Hamon Arts Library, Underwood Law Library, or Bridwell Theology Library. Search until you find a place that works for you.

The habit of studying consistently in one place also builds up an association of that place with concentrated work; you'll settle down quickly in the place where you regularly study.

Minor disasters can be anticipated and avoided.

When you're under pressure, day to day life can destroy the best plans. Here are tips from other busy students:

- Keep keys and I.D. together on a big key ring, too large to overlook.
- Keep money available through your student ID.
- Make sure that you have activated your ID so that you can make copies, check out library books, etc.
- Make sure that you have funds loaded to your printing account.
- On hectic days, make a list of what you need to do and of what you need to have with you; post it on your door, check it before you leave, and take it with you to check off tasks as you complete them.
- During high-stress periods like finals week, make a schedule of all the week's activities; on paper, it'll be easier to manage and to adjust as needed.

Make a Cost-Benefit Analysis

The COSTS of disorganization range from discomfort to disaster. What problems has it caused for you? Has disorganization brought you worry, guilt, fear? Do you sometimes feel you just can't get everything done?

The BENEFITS of organization are many. Organization lets you rid yourself of guilt, worry, and fear of failure, reducing the pressure you put on yourself. Good organization helps you find time, energy, and ability you may never have found before. The energy and time saved through good organization is directed into the work you are doing. By making some initial decisions and creating daily habits, you gain creative ability and concentration.

Changing Habits

Old habits die hard, and change is tough. You must discipline yourself until the new behavior becomes old habit. Psychologists say it takes 28 days to adopt a new habit but only 7 days to break it. If you can stick to a change you are likely to have formed a new, permanent habit.
