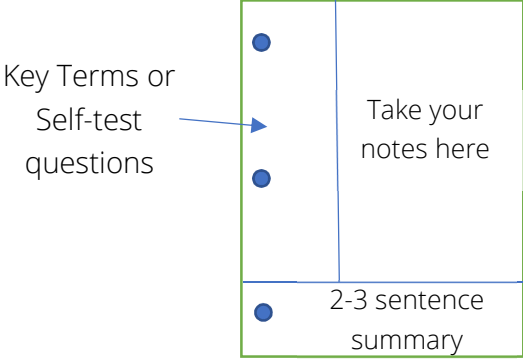






How to make your notes work for you

<p>Come to class prepared.</p>	<p>Read the assigned material (and take notes) prior to class starting. You will understand the lecture and be able to participate more meaningfully in class discussions and activities.</p>
<p>Keep your notes organized.</p>	<ul style="list-style-type: none"> ▪ Use a separate notebook, binder, or section in your binder for each class. Handwritten is best. ▪ Use a new page for each class period. ▪ Date each lecture. ▪ Add a heading to your notes that describes the topic.
<p>Leave room in your notes for going back and adding to them after class.</p>	<p>The Cornell Method</p> <div style="text-align: center;">  <p>The diagram shows a rectangular page layout. On the left side, there is a vertical column with three blue dots representing key terms or self-test questions. An arrow points from the text 'Key Terms or Self-test questions' to this column. The top right portion of the page is a large area labeled 'Take your notes here'. The bottom right portion is a smaller area labeled '2-3 sentence summary'. A blue dot is placed in the bottom left corner of this summary area.</p> </div> <p>During class, write your notes in the top right quadrant. After class, spend some time writing a 2-3 sentence summary of what was covered. Use the left-hand column to review and study for the test.</p>
<p>Be strategic in what you write down.</p>	<p>Notes aren't met to be taken word-for-word. You need to listen and consider as you write.</p> <ul style="list-style-type: none"> ▪ What is most important? ▪ What relates to the reading? ▪ Are there assignment details that need to be noted? <p>Listen for verbal cues from your professor:</p> <ul style="list-style-type: none"> ✓ "This is important..." ✓ "Take note..." ✓ "In addition..." ✓ "As a result..." ✓ "Furthermore..." ✓ "Therefore..." ✓ Words your professor repeats ✓ Pauses ✓ Increased Volume

<p>Use abbreviations</p>	<table border="0"> <tr><td>For example</td><td>e.g.</td></tr> <tr><td>In other words</td><td>i.e.</td></tr> <tr><td>Old Testament</td><td>OT</td></tr> <tr><td>New Testament</td><td>NT</td></tr> <tr><td>Because</td><td>b/c, ∴</td></tr> <tr><td>Therefore</td><td>t4, ∴</td></tr> <tr><td>Christ</td><td>†</td></tr> <tr><td>Leads to</td><td>→</td></tr> <tr><td>About (circa)</td><td>c. or ~</td></tr> <tr><td>Without</td><td>w/o</td></tr> <tr><td>Positive</td><td>+</td></tr> <tr><td>Question</td><td>?</td></tr> </table> <div style="border: 1px solid black; background-color: black; color: white; padding: 5px; display: inline-block; margin-top: 10px;"> <p>Make up your own as you go! They just need to make sense to you.</p> </div>	For example	e.g.	In other words	i.e.	Old Testament	OT	New Testament	NT	Because	b/c, ∴	Therefore	t4, ∴	Christ	†	Leads to	→	About (circa)	c. or ~	Without	w/o	Positive	+	Question	?
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<p>Use colour</p>	<p>Use different coloured highlighters or pens to mark important information. For example, you could use one colour to mark key terms and another colour for headings or important points.</p>																								
<p>Discover a note-taking system that works for you</p>	<p> Are you a visual learner? Consider mind-mapping. Use charts, graphs and illustrations in your notes to help you understand concepts.</p> <p> Are you a read/write learner? Consider outlining and writing down as much as you can.</p> <p> Are you an auditory learner? Only write down key concepts during the lecture. Spend most of your time listening. After class, fill in the gaps in your notes with what you heard. Consider recording lectures.</p> <p> Are you a kinesthetic learner? Make note of examples and applications to theory. Use all your senses to engage in the lecture.</p>																								
<p>Put your notes to work</p>	<p>Before Class</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review notes from the previous class period <input type="checkbox"/> Format your paper <p>During Class</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listen for verbal cues <input type="checkbox"/> Organize your notes <input type="checkbox"/> Use abbreviations <input type="checkbox"/> Use colour <input type="checkbox"/> Write down questions <p>After Class</p> <ul style="list-style-type: none"> <input type="checkbox"/> Summarize your notes <input type="checkbox"/> Write down key terms and potential test questions 																								