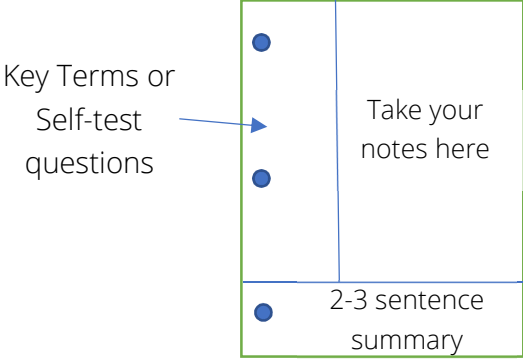






# How to make your notes work for you

<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"> <li>▪ Use a separate notebook, binder, or section in your binder for each class. Handwritten is best.</li> <li>▪ Use a new page for each class period.</li> <li>▪ Date each lecture.</li> <li>▪ Add a heading to your notes that describes the topic.</li> </ul>
<p>Leave room in your notes for going back and adding to them after class.</p>	<p><b>The Cornell Method</b></p> <div style="text-align: center;">  <p>The diagram shows a rectangular page divided into three sections. On the left is a vertical column containing three blue dots. An arrow points from the text 'Key Terms or Self-test questions' to this column. The top right section is a large rectangle containing the text 'Take your notes here'. The bottom right section is a smaller rectangle containing the text '2-3 sentence summary' and a blue dot. A horizontal line separates the top two sections from the bottom section.</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"> <li>▪ What is most important?</li> <li>▪ What relates to the reading?</li> <li>▪ Are there assignment details that need to be noted?</li> </ul> <p>Listen for verbal cues from your professor:</p> <ul style="list-style-type: none"> <li>✓ "This is important..."</li> <li>✓ "Take note..."</li> <li>✓ "In addition..."</li> <li>✓ "As a result..."</li> <li>✓ "Furthermore..."</li> <li>✓ "Therefore..."</li> <li>✓ Words your professor repeats</li> <li>✓ Pauses</li> <li>✓ Increased Volume</li> </ul>

<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> <b>Are you a visual learner?</b> Consider mind-mapping. Use charts, graphs and illustrations in your notes to help you understand concepts.</p> <p> <b>Are you a read/write learner?</b> Consider outlining and writing down as much as you can.</p> <p> <b>Are you an auditory learner?</b> 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> <b>Are you a kinesthetic learner?</b> 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><b>Before Class</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review notes from the previous class period</li> <li><input type="checkbox"/> Format your paper</li> </ul> <p><b>During Class</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Listen for verbal cues</li> <li><input type="checkbox"/> Organize your notes</li> <li><input type="checkbox"/> Use abbreviations</li> <li><input type="checkbox"/> Use colour</li> <li><input type="checkbox"/> Write down questions</li> </ul> <p><b>After Class</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Summarize your notes</li> <li><input type="checkbox"/> Write down key terms and potential test questions</li> </ul>																								