

# NOTETAKING

**Notetaking** – a skill that is used in everyday life such as for school, work, church, etc.

Three main ways one can take notes include the following:

- ❑ **Cornell Notetaking Method**
- ❑ **Outlining**
- ❑ **Mapping**

Taking notes is a good skill one can use in order to understand the information that is given.

When taking notes in class, one should always make sure they are short, plain, simple, and to the point.

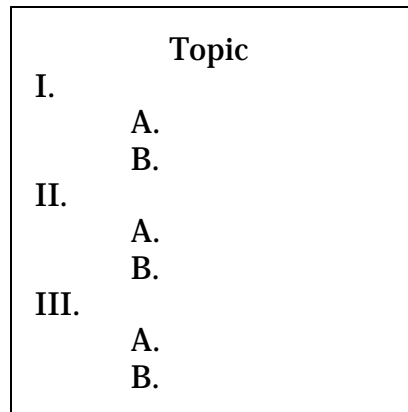
## **Cornell Notetaking Method**

With this method, one takes a piece of paper, draws a line on the left side, and then one is ready to start recording his or her notes. Next, one will then label his or her paper. The paper should have the topic on the top line, the main points on the left side, the key points on the right, and the summary at the bottom of the page. This is just one way one can take notes, but it's not the only way.

	Topic
Main Points	Key Points
Summary	

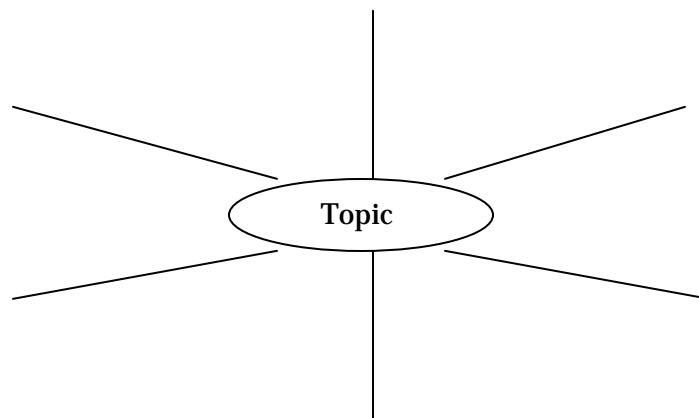
## **Outlining**

This is another type of notetaking technique that students can use in school. An outline is a draft, including main points and subheadings of what one is going to write a paper about. Outlines help one to get his or her thoughts and ideas together before starting to write. An outline is done by using Roman numerals for the main points, alphabet letters for the subheadings, and to go even further, numbers for more in depth. Outlines can sometimes be short, but when one goes into more details, it can turn out to be much longer.



## **Mapping**

The last notetaking technique that will be discussed will be mapping. Mapping is a technique of using a piece of paper with a circle in the middle with the topic and the stems with key points relating to the topic being discussed. One could consider mapping being an easier technique to use when taking notes.



## **Here are some pointers one can use when taking notes:**

- Use key words
- Use note cards
- Use pictures and diagrams
- Take notes in different colors
- Copy the material that is written on the board
- Use a three ring binder to stay organized
- Try not to use too many details within your notes
- Highlight important facts that one could see on the test

