

NOTE-TAKING STRATEGIES AND STYLES

1. Go to class prepared
 - ✓ 3-ring binder instead of spiral notebook for easy access
 - ✓ Have highlighters
 - ✓ Read assigned material and previous class notes
2. Improve your listening skills
 - ✓ Enter class with a positive attitude
 - ✓ Make a conscious effort to pay attention
 - ✓ Be adaptable
 - ✓ Remove all distractions (phone off and out of reach)
3. Develop a note-taking method that works for you
 - ✓ Start each new lecture on a new page, date
 - ✓ Write on one side of the paper only for easier reviewing
 - ✓ Leave blank spaces for your comments/questions
 - ✓ Make your notes as brief as possible
 - ✓ Develop a system of abbreviations
 - ✓ Note all unfamiliar vocabulary or concepts you don't understand
4. Pay close attention to content
 - ✓ Focus on details, or explanations that expand or explain the main points
 - ✓ Definitions, write word for word
 - ✓ Numbered or lists of things discussed
 - ✓ Anything written by the instructor
 - ✓ Information that is repeated or spelled
 - ✓ Information the instructor seems excited about
5. Only write down main points
 - ✓ Anytime the professor says, "You need to know this," or "This will be on the test"
 - ✓ Anytime the professor repeats himself
 - ✓ Anything the professor writes on the board or includes in a PowerPoint
 - ✓ Anything the professor repeats very slowly so that it can be taken down word for word
 - ✓ Write down examples or hypotheticals the instructor uses during class
 - ✓ Watch for language that shows relationships between ideas. These sorts of points are often where professors get their exam questions from:
 - first, second, third
 - especially, most significant, most important
 - however, on the other hand
 - because, so, therefore, consequently

6. Review and edit your notes

- ✓ Important: review your notes within 24 hrs.
- ✓ Edit for words or phrases that are illegible
- ✓ Fill in key words and questions in the left column
- ✓ Note anything you don't understand to ask the instructor
- ✓ Compare your notes with the textbook reading and fill in
- ✓ Details in the blank spaced
- ✓ Consider re-writing or typing up your notes

NOTE-TAKING STYLES

1. Cornell Method

- ✓ Divide your page into two columns. Label the left-hand column "Keywords" and the right-hand column "Notes." Beneath those two columns, mark off a section and label it "Summary."
- ✓ During the lecture, write your notes in the "Notes" column. Write notes as you normally would. Again, the goal is to capture meaningful facts and the main points of the lecture.
- ✓ After the lecture, write keywords in the "Keywords" column. Immediately after the lecture, review your notes in the "Notes" column. Try to reduce each line or segment of notes into one keyword. Write down that keyword in the left-hand "Keyword" column. For example, if you had an entire paragraph of notes in the "Note" column about the 1961 Civil Rights Act, next to the section and in the left-hand "Keyword" column, you would write "1961 Civil Rights Act."

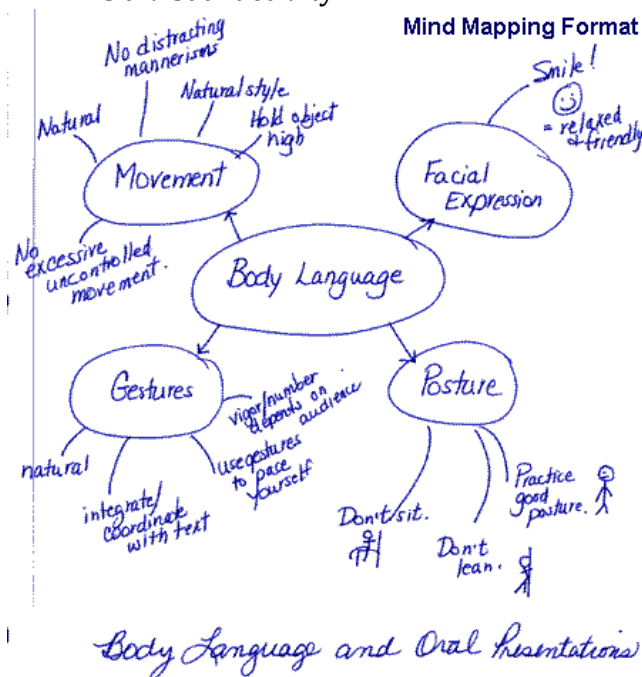
Keywords	Notes
Summary	

2. Rough Outline Method

- ✓ Create a rough outline of the lecture using bullet points
- ✓ If there's a sub-point, just hit "tab" and create a nested list.
- ✓ Bold or underline important points.
- ✓ This format makes organizing your notes later into a final outline much easier

3. Mind Mapping Method

- ✓ Mind mapping is a visual form of note-taking. Instead of typing or writing sentences in a linear format, with mind mapping you *draw* your notes.
- ✓ Advocates of mind mapping argue that the non-linear, visual format of mind maps allow students to find connections they'd otherwise miss when using traditional note-taking strategies.
- ✓ Because mind mapping is a somewhat creative activity, by engaging both the left and right spheres of your brain, learning retention is supposed to improve (a claim that some brain researchers dispute).
- ✓ To mind map a lecture, you simply write the main topic of the day's lecture at the center of a piece of paper.
- ✓ As the professor makes new points, write those around the central topic. Draw lines connecting different ideas. Feel free to draw images instead of writing words. Mind mapping is a visual activity.



GothamCast Episode 1

1. Cue **Gothamite Intro Song**
2. **Introduce GothamCast**
 - a. A vicarious New York City experience
 - b. A slice of the big apple
 - c. A multi-media experience steeped in the incompar
 - d. An interesting mix of my passions
 - i. Urban living
 - ii. Culture, art & history
 - iii. The sites and sounds of NYC
 - iv. Photography
 - v. Indie Music
3. **Introduce Myself**
 - a. New to NYC
 - b. How we moved here
 - c. One of my favorite places to live
 - d. I have lived a lot of places
 - e. Other interesting places I have lived: AK, Paris
 - f. Why I love living in NYC
 - i. Spontaneity
 - ii. Energy
 - iii. Diversity
 - iv. History
 - g. What I do: Engineer -> REI -> Internet Marketing
 - h. How I got into podcasting
 - i. tech background
 - ii. internet marketing
 - iii. conglomerates my interests
 - i. NYCPA
4. **What to Expect from GothamCast**
 - a. Approx weekly
 - b. A variety
 - c. Indie Music from NYC area
5. Cue **Liar Bed Music**
6. **In This Show**
7. Cue **Street Tone – Footsteps and Talking**
- ...