NOTE-TAKING

Rutgers School of Nursing
WHEN TO TAKE NOTES

BEFORE – DURING – AFTER
I. Before Class:

- Preparation (mental and physical)
- Read Textbook BEFORE Class
- Start Taking Notes BEFORE Class
The SQ3R Method
Survey – Question – Read – Recite - Review

Before you read, **Survey**:
- the title, headings, and subheadings
- captions under pictures, charts, graphs or maps
- review questions or teacher-made study guides
- introductory and concluding paragraphs
- summary

*Question* while you are surveying:
- Turn the title, headings, and/or subheadings into questions;
- Read questions at the end of the chapters or after each subheading;
- Ask yourself, "What did my instructor say about this chapter or subject when it was assigned?"
- Ask yourself, "What do I already know about this subject?"

**Note:** If it is helpful to you, write out these questions for consideration.
This variation is called SQW3R
The SQ3R Method
Survey – Question – Read – Recite - Review

When you begin to Read:
- Look for answers to the questions you first raised;
- Answer questions at the beginning or end of chapters or study guides
- Reread captions under pictures, graphs, etc.
- Note all underlined, italicized, bold printed words or phrases
- Study graphic aids
- Reduce your speed for difficult passages
- Stop and reread parts which are not clear
- Read only a section at a time and recite after each section

Recite after you've read a section:
- Orally ask yourself questions about what you have just read or summarize, in your own words, what you read
- Take notes from the text but write the information in your own words
- Underline or highlight important points you've just read
- Use the method of recitation which best suits your particular learning style but remember, the more senses you use the more likely you are to remember what you read - i.e.,
- TRIPLE STRENGTH LEARNING: Seeing, saying, hearing-
- QUADRUPLE STRENGTH LEARNING: Seeing, saying, hearing, writing!!!
Let’s Try It!

• Select the first 2-3 pages of a textbook chapter.
• Read the first sentence of each paragraph.
• Once you’ve finished write a 1-2 sentence summary of the article.
• Read the entire article using the SQ3R method.
• How accurate was your summary?
II. During Class:

• Pay Attention
• Note general themes
• Add descriptions, explanations and details
  – Summarize in your own words
  – Charts and diagrams
Effective Listening: Hearing vs. Listening

• What’s the difference between hearing and listening?

• Hearing is Passive
  – We hear sounds and noises everyday
  – Can happen without desire, intention, or interest

• Listening is Active
  – Listening is actively paying attention
  – When we listen, we tune in
Tips For Effective Listening

1. Make the Effort!
   - Concentrate
   - Try it

2. Pay Attention to Speaker
   - Look at the speaker
   - Listen first, then write notes (in your own words)

3. Watch for clues from the speaker:
   - Tone of voice
   - Volume of speech
   - Pauses
   - Hand Gestures Body Language

4. Minimize Distractions
   - What are some distractions in class?
   - What can you do to minimize them?
Tips For Effective Listening

4. **Watch for Lapses**
   - It is natural for the mind to wander, notice it and bring attention back to speaker – Practice makes perfect.

5. **Work at it**
   - Practice Listening and you get better at it

6. **Keep Actively Engaged**
II. During Class:

• Pay Attention
• Note general themes
• Add descriptions, explanations and details
  – Summarize in your own words
  – Charts and diagrams
The Cornell Method

Advantages - Organized and systematic for recording and reviewing notes. Easy format for pulling out major concept and ideas. Simple and efficient. Saves time and effort. "Do-it-right-in-the-first-place system."
Let’s Try It!

- **The Key to Success**
- Practice Listening
- Practice Identifying Key Words
- Practice Making Notes
III. After Class:

• **Review - Read Over Your Notes!**
  – Answer old questions
  – Ask new questions
    • How are the terms/topics/concepts related?
    • How do the terms/topics/concepts fit into the big picture?

• **Condense – Re-Organize Your Notes!**
  – Outline Method
  – Mapping Method
Outline Method

Advantages – Well-organized system if done right. Outlining records content as well as relationships. It also reduces editing and is easy to review by turning main points into questions.

Disadvantages – Requires more thought in class for accurate organization. This system may not show relationships by sequence when needed. It doesn’t lend to diversity of a review attach for maximum learning and question application. This system cannot be used if the lecture is too fast.
Mapping Method

Advantages –
- This format helps you to visually track your lecture allowing relationships to be seen easily.
- Easy to edit your notes by adding numbers, marks, and color coding.
- Review requires recall of thought processes which will force you to check understanding.

Disadvantages –
- May run out of room on a single page
Study Strategy: Annotated Problems

• Create two columns in your notes.

• Solve the problem in the left column.

• Write notes about how and why you did each step in the right column.

• You finish with a better understanding of the problem and with a study guide!
A 4.5 kg cat is sitting in a 0.5 kg cardboard box when an animal rescuer exerts a force on it. If the coefficient of static friction between the box and the ground is 0.5, what is the least amount of force the rescue worker will have to exert to get the cat moving?

<table>
<thead>
<tr>
<th>Process</th>
<th>Reasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combine cat and box into one system</td>
<td>Cat and box are moving together and therefore can be treated as one solid object</td>
</tr>
<tr>
<td>Represent the system visually</td>
<td>By representing the system visually, we can check easily make sure we are properly accounting for all forces exerted on our object of interest. Since we want to exert just enough force to get the object of interest moving and not accelerating, all forces exerted on the object should be pairs that are equal in magnitude and opposite in direction</td>
</tr>
</tbody>
</table>

![Diagram of forces](image)

| Use the visual representation to represent the system mathematically | Since we are only worried about the force exerted in the horizontal direction, we can represent them generally using the formula to the left. Based on the fact that they are pairs, the two forces should sum to zero. |
| Solve mathematical representation | We needed to determine a final numerical answer to be one of some other value than an inequality |

Unit Name: Rutgers School of Nursing
Let’s Try It!

• Practice condensing your notes using:
  – Outline Method
  – Mapping Method
Conclusion

• Practice
  – You can practice and develop your note taking skills

• Don’t Throw Your Notebook Out!
  – Notes continue to develop
  – Use as reference in other classes
Acknowledgements

This presentation was created by the Rutgers Learning Centers. For more information on their programs, please visit rlc.rutgers.edu.

REQUEST A PRESENTATION- To request a live presentation of the strategies outlined here, please email the Center for Academic Success at cas-newark@rutgers.edu.