



Taking Effective Notes

Every student should have a form of note-taking that best fits their learning style! (For more information on Learning Styles, view the VARK Questionnaire).

Here are some examples of different note-taking styles:

Outline Method:

This note-taking method is useful if you're a reading-writing learning style.

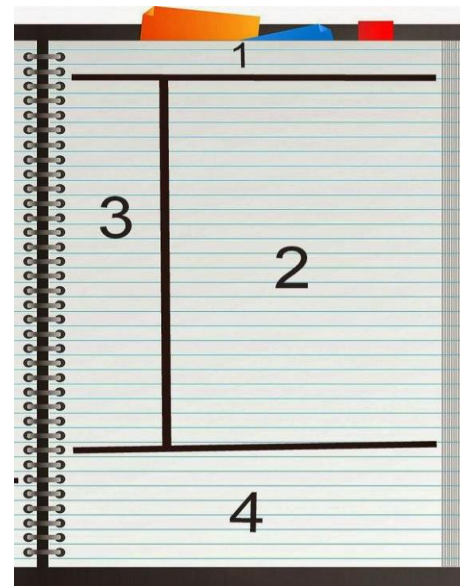
Page #	Today's Date
❖	Main heading for section one
➤	Sub concept one for section one
▪	Key point for sub concept one for section one
▪	Key point for sub concept one for section one
➤	Sub concept two for section one
▪	Key point for sub concept two for section one
▪	Key point for sub concept two for section one
❖	Main heading for section two
➤	Sub concept one for section two
▪	Key point for sub concept one for section two
▪	Key point for sub concept one for section two
➤	Sub concept two for section one
▪	Key point for sub concept two for section two
▪	Key point for sub concept two for section two

1. Begin with a *title* on the top of the page with identifying information (course, date). For example, "Public Speaking 101," or class name.
2. The first bullet point will be the *main heading* for the section. For example, "Facial Expressions" is a main heading.
3. Underneath the main heading, you will write a *sub-concept*. For example, "Smile" or "Appear friendly and relaxed" are sub-concepts of "Facial Expressions."
4. Finish the outline with any *key points* for the sub-concepts. For example, under the sub-concept "Smile," include "for no longer than 5 seconds."

Cornell Note-Taking Method:

This method is useful for reviewing your notes later and quizzing yourself over the content, especially for verbal or kinesthetic learning styles.

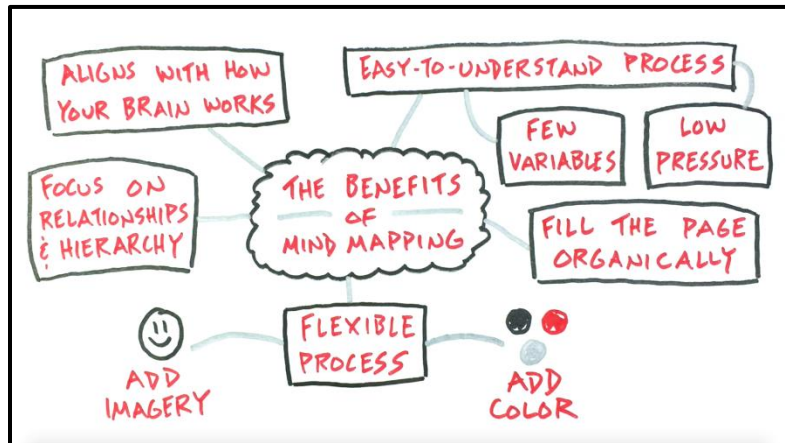
1. Create a *title* for your notes
2. This section is where you *write your notes*. Use the outline method described above for organizing your information.
3. For every section of information, write a keyword or question, known as a "*cue*."
4. *Summarize* in this section. Create a general 1-3 sentence summary of the information above.



Mind-Mapping:

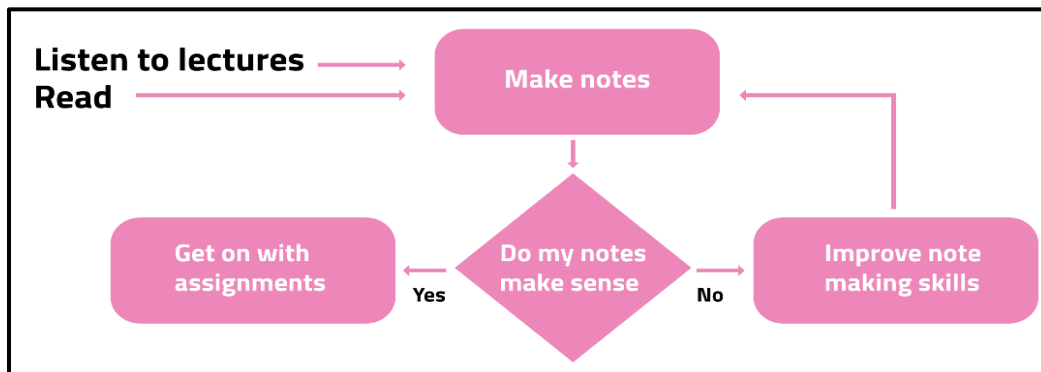
Mind-mapping is perfect for a visual or kinesthetic learning styles. Mind-mapping only has a few guidelines:

1. Begin with a *main idea* or topic in the middle.
2. Follow the *flow* of how you learn the information in lecture. Mind maps are very flexible and allow for creativity and imagery during the note-taking process.



Flow-Chart/Timeline:

Flow-charts or timelines are great for auditory, visual, and kinesthetic learning styles. Flow charts or timelines order information from greatest importance at the beginning, or top, and continue with preceding events or actions.



For more information on note-taking strategies, contact:

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