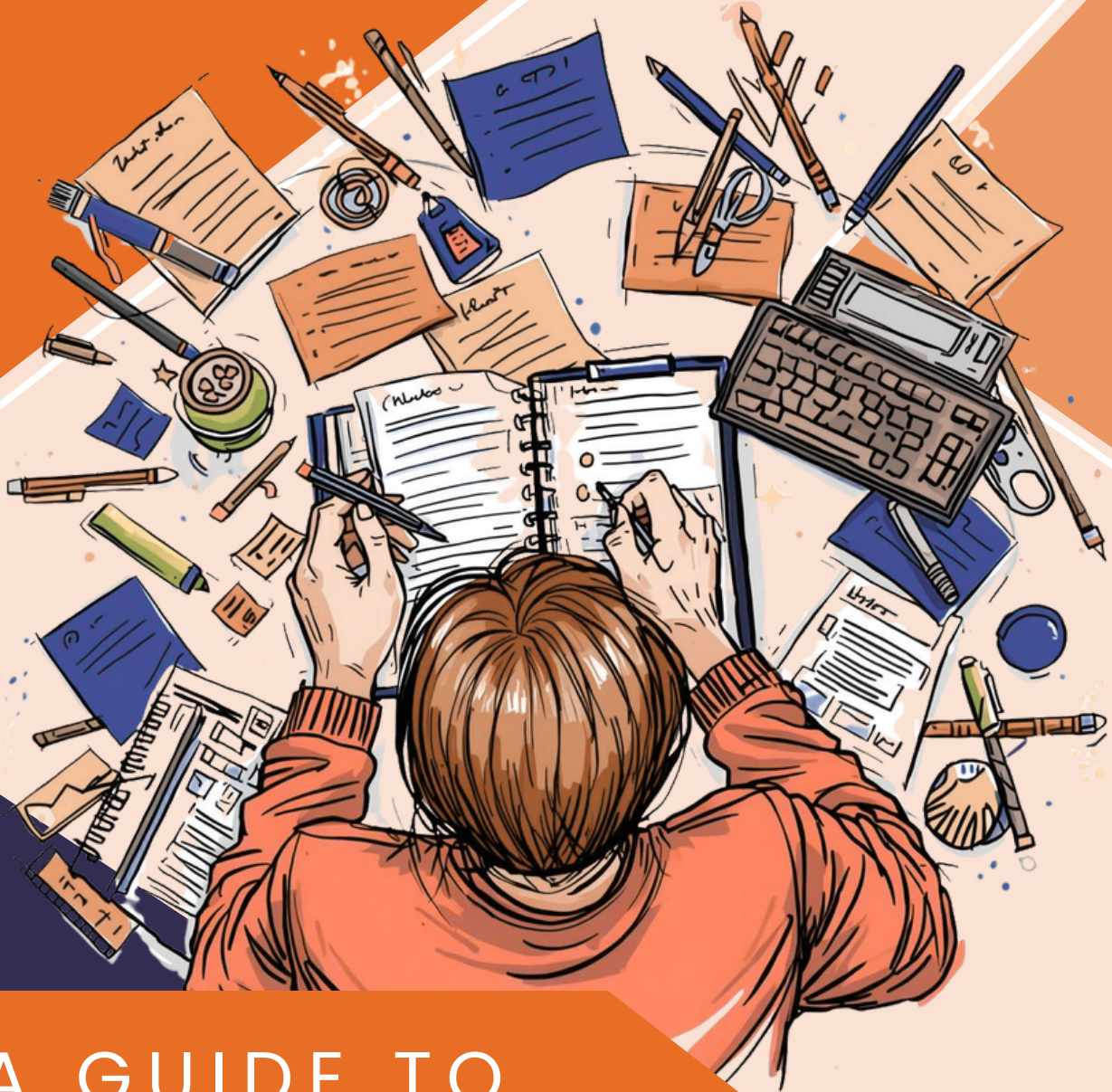




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A GUIDE TO NOTE TAKING



PURPOSE OF DOCUMENT

This guide is designed to assist students with note-taking skills and provide them with necessary resources.

OUTLINE METHOD

This method gives structure to your information by identifying the main topic, subtopics and supporting information.

When to use: Lectures & Meetings

Pros:

- Quick visualisation of information hierarchy
- Grouping of information
- Revision friendly

Cons:

- Cannot effectively integrate images (charts, diagrams, etc)
- Difficult to use in classes that are fast-paced or where lectures are unstructured
- Allows for thoughtless recording

Title
Main topic #1 <i>Subtopic</i> • specific thought/fact #1 ◦ example • specific thought/fact #2 ◦ example • specific thought/fact #3 ◦ example
Main topic #2 <i>Subtopic</i> • specific thought/fact #1 ◦ example • specific thought/fact #2 ◦ example • specific thought/fact #3 ◦ example

Resources:

- [Resource 1](#)
- [Resource 2](#)
- [YouTube Guide](#)
- [Outline Method in Assignment Planning](#)

CORNELL METHOD

By having a separate column for keywords and questions, you can easily identify the most important parts of the content. Creating a summary at the end in your own words can assist you in better understanding the topic.

When to use: Study & revision sessions + lectures if you want to use active note-taking

Pros:

- Easy identification of main ideas and keywords
- Summary section to proactively engage in the integration of acquired knowledge
- Logically organised note to revise

Cons:

- Time-consuming and more effort required
- Requires note set-up or pre-printed notebooks specifically for the Cornell system
- Note taking column has limited space

Title	
Cue Column	Notes Column
• key words • key qu's	• key ideas • diagrams/pictures • important info
Summary	
• in your own words	

Resources:

Resource 1

Resource 2

CHARTING METHOD

Organising your notes using the charting method allows you to organise ideas/topics into categories and visualise the relationships. Think of it as a note spreadsheet where each column has a unique category, and each row has its own topic.

When to use: Study & revision sessions

Pros:

- Able to visualise key info quickly
- Reduces amount of writing and forms tidier notes
- Offers a way to memorise and see relationships within topics
- Useful for study sessions

Cons:

- Not suitable for STEM-related subjects
- Not always ideal to use in a lecture
- Relies on your ability to correctly identify categories and topics

Resources:

- [Resource 1](#)
- [Resource 2](#)

Title			
Main Topic	Category 1	Category 2	Category 3
Sub topic 1			
Sub topic 2			
Sub topic 3			

MAPPING METHOD

The mapping method is great for visualising your ideas/thoughts and seeing the connections between large amounts of information. It is also a great tool in planning assignments/brainstorming, and determining your gaps in knowledge.

When to use: Study & revision sessions + lectures if you want to use active note-taking

Pros:

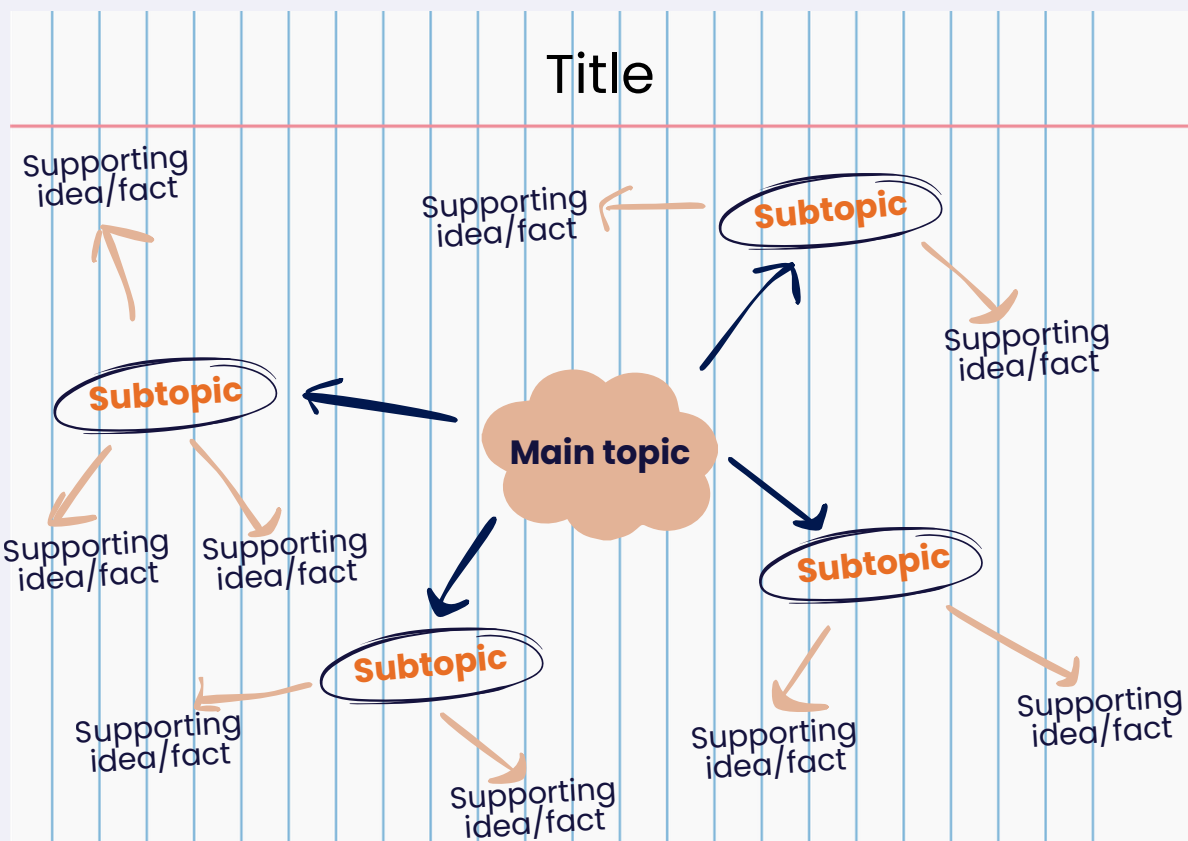
- Ideal for visual learners
- No rigid structure
- See relationships between topics

Cons:

- Often works best alongside other note-taking methods
- Not ideal for complex topics
- Can get messy, and difficult to determine between facts and your thoughts

Resources:

- [Resource 1](#)
- [Resource 2](#)
- [mindmaps](#)



TAKING NOTES FROM TEXTBOOKS AND OTHER READINGS

Make the most out of reading through textbooks and other course readings by taking effective notes and implementing active learning strategies.

Active Reading

- Highlighting key/important information – moderation is key
- Annotate texts with comments and questions
- Read out loud (to yourself or someone else)
- Explain what you have read to someone else – this will show how well you understood the text, and what you may need to focus more on
- Test yourself – write down the key points from the chapter without checking the text

Survey, Question, Read, Respond, Record, Review (SQ4R)

Survey	• skim • read through chapter summary
Question	• turn each heading into a question
Read	• active reading
Respond	• summarise in your own words – this means only the key points • recite out loud • answer the questions
Record	• highlight passages • write notes in your own words • <i>*understand before you record</i>
Review	• quiz yourself • regularly go over notes



NEED HELP? REACH OUT

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