How To Take Notes in Class or While Studying

Choose one of the following 3 methods, as suits your style and subject.

1. Outline Method

This system organises information by most -least important or in order of when events or processes happen. How to do it:

A. The information which is most general begins at the far left with each more specific group of facts indented with spaces to the right.
B. The relationships between the different parts is carried out through indenting.
C. Numbers, letters, or Roman numerals may be used to help organise sections.

Best Use: The outline format can be used if the lecture is presented in outline organization. Use this format when there is enough time in the lecture to think about and make organization decisions when they are needed. **It is rated one of the most effective methods for studying non-math subjects.**

Example:

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1) Main topic 1
        - Sub topic 1
        - Sub topic 2
                a) Supporting facts 1
                b) Supporting facts 2
                c) Supporting facts 3
                        i. Details 1
                        ii. Details 2
                                -Examples
2) Main topic 2
        - Sub topic 1
                a) Supporting facts 1
                        i. Details 1
                b) Supporting facts 2
        - Sub topic 2
                c) Supporting facts 1
                        i. Details 1
                        ii. Details 2
                                -Examples
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Video Example: https://www.youtube.com/watch?v=I6aSgwUw1qM
Source: https://law-hawaii.libguides.com/notetaking/outline

2. The Cornell Method

This method is designed to reduce the amount of time you spend processing your notes after class before you elaborate on them. It is also an excellent way to create study notes.

 A CORNELL NOTE TEMPLATE EXAMPLE:

CUE COLUMN	NOTE-TAKING COLUMN
- Key words - Key questions	- Key ideas - Important dates, people, and places - Diagrams and pictures - Formulas - Repeated (stressed) information
SUMMARY	
- Summary of your notes in your own words	

The note-taking column
With your paper divided in three distinct areas, write short sentences in the note-taking column to record the most important ideas of a lecture or reading.

The cue column
After the lecture or reading, create questions in the cue column based on your notes. Writing questions helps to clarify meanings, make connections between information, and strengthen your memory. Also, the writing of questions sets you up perfectly for studying later.

The summary
In the next 24 hours, write a brief summary in the bottom area of the page. This helps to increase understanding of the topic. Now you have a short but detailed and relevant record of previous classes. It also helps you to remember the information.

Video Example: https://www.youtube.com/watch?v=WtW9lyE04OQ
Source: https://spines.me/learn/efficient-techniques-for-note-taking/

3. **Flow-Based Method**

With flow-based note taking, your goal isn't just writing down ideas, it's learning while in class. The simplest form of flow-based notes is just to write down all the information, except instead of recording it into a bulleted list, you organize it around the page with arrows connecting ideas. It looks more like a hand drawn mind-map with arrows than anything else.
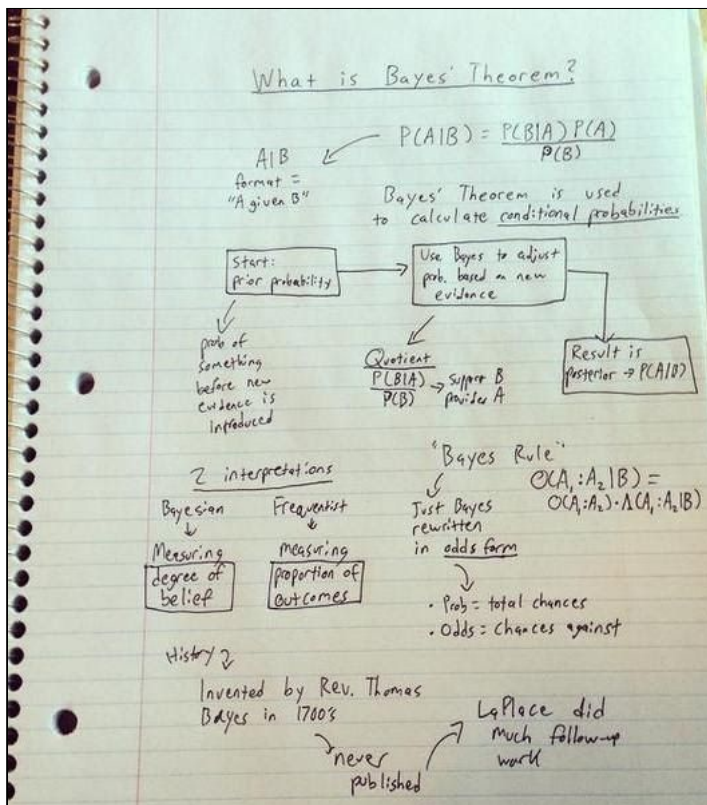
Three principles used in Flow-Based note taking:

A. Simplify. Write the information in your own words.
B. Visualize. Use diagrams and images to represent new ideas.
C. Make Connections. Connect ideas backwards, between topics, and externally with what you already know.

A flow based diagram is useful for:

A. Charting a sequence of steps. (How to do long division, the process of creating a law, etc.)
B. Charting historical events, creating branches linking events together not only through causation but through the time period they rest.
C. Mapping out a system. (e.g. How a level of government works or a function works in a computer program)

Example:

Source: **https://law-hawaii.libguides.com/notetaking/flowbased** and
https://www.scotthyoung.com/blog/2008/03/04/learn-more-study-less-diagrami ng/