

NOTE-TAKING: Strategies Summary

IN-CLASS NOTES TIPS

- Why should I take notes during class?
 - They help you pay attention to the lecture
 - They help you get a sense of what's important
 - They go hand-in-hand with textbook readings
- How do I take notes during class?
 - Write in your own words except: formulas, definitions, facts.
 - Do not change the meaning when taking notes!
 - Leave room at the margins to summarize your notes or to add ideas
 - Keep your notes in one place (notebook, 3-ring binder, running course document)

HOW TO SPOT MAIN IDEAS

IN TEXTBOOKS	IN LECTURES
<ul style="list-style-type: none"> • Bold Print • <i>Italics</i> • <u>Underlined</u> • Chapter Title • Sub-headings • Numbered items • Lettered items • Outline of main ideas and details • Graphs, Charts, Diagrams • Colored or highlighted words and phrases • Chapter summaries • Chapter questions 	<ul style="list-style-type: none"> • Topics, main ideas and details listed on the board • Verbal listing of topics to be covered • Repeated information • Concepts in lecture AND textbook • Instructor speaks slower or faster • Topics from handouts • Topics the professor spends a lot of time on • Questions the instructor asks in class • Clue words (first, last, more importantly, in contrast, next, furthermore, the first step...)

INCREASE YOUR SPEED IN WRITING

Use symbols to replace words equal → = ; greater than, more than → >	Omit vowels from words background → bkgnd ; learn → lrn
Use abbreviations instead of whole words for example → ex. ; department → dept	Use numbers and letters to replace syllables Before → b4 ; fortunate → 42n8
Use first syllables instead of whole words biology → bio ; system → sys	Use a "g" instead of "ing" or "n" instead of "tion" distraction → distractn regulating → regulatg *** <i>Only record/write KEY words</i> ***
Use first letters instead of whole words capitalism → C government → G	

Instructions: Practice the different methods of note-taking using the attached sampler. If there is no access to a student's course readings during the coaching session, use the document below as their reading to practice the different note-taking methods.

Academic Coaching & Engagement (ACE)

Sessions begin with your coach helping you assess your strengths as well as areas for growth, followed by a collaborative effort to develop academic strategies personalized to your classes and learning style. Students lead the sessions, thus the topic of focus is up to you and your needs. However...

Common topics discussed in an Academic Coaching session include:

- Time Management & Organizational Skills
- Study Skills & Test Prep
- Textbook Reading & Note Taking
- Stress Management & Overall Wellness
- Motivation & Goal Setting
- Campus Resources & Opportunities

**Please Note: Academic Coaching is not tutoring; coaches cannot provide subject-specific assistance.*

So, what can YOU gain from the ACE Program?

- Support as well as a connection to UCF
- Effective time management skills to help decrease stress & increase productivity
- Efficient study skills and practices proven to work
- Motivation and accountability to keep you on track with your goals
- And scholarship opportunities!

How do I get the most out of Academic Coaching?

- Prior to your first Academic Coaching session, complete the College-Level Study Skills Self-Assessment [online here](#).
 - (Please Note: The assessment will ask which coach you have been scheduled with. Therefore, please complete this after you receive an appointment confirmation so you may select the correct coach to receive your results.)
- Arrive on time to all your appointments
- Bring your course materials to your appointments
- Bring a positive attitude and an open mind with you
- Be open and honest with your coach
- Be engaged in each of your sessions
- Apply new strategies and work toward your goals between sessions

Note-Taking Strategies Sampler

<p>Main Ideas of Passage (Try shorthand!)</p>	<p>The Cornell Method</p>
<p>The Note Card Method</p> <p>Front</p> <div data-bbox="267 642 764 890" style="border: 1px solid black; height: 118px; margin: 10px 0;"></div> <p>Back</p> <div data-bbox="267 907 764 1155" style="border: 1px solid black; height: 118px; margin: 10px 0;"></div>	<p>The Outlining Method</p>
<p>The Mapping Method</p>	<p>The Charting Method</p>