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The Importance of Notes

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The Importance of Notes

By: Shawn Swiatkowski, Keith Wiechart, Patrick Quigg, and Logan Lambeth

Why is it Important?

- Note taking forces you to pay attention and helps you focus
- Keeps a record of the information taught to you
- Regular review will help you get the most out of your notes
- Notes guide you on what to study

Digital vs. Paper

Digital Pros	Digital Cons	Written Pros	Written Cons
Concise	Distractions	Focused	Sharability
Speed	Easy to Lose	Recognized	Legibility
Organized	Technology	Memorized	Speed

Cornell Method

Cornell Two-Column Notes	
Keywords:	Notes:
	Types of Matter
Solids	I. Solids A. Have a definite shape B. Have a definite volume
Liquids	II. Liquids A. Do not have a definite shape B. Have a definite volume
Gases	III. Gases A. Do not have a definite shape B. Do not have a definite volume
Summary: (Insert summary of lecture after class.)	

- Cornell Note-Taking Method consists of three sections on your paper.
 - The first is a 6-inch wide column on the right for in-class note taking. This section should consist of shorter notes that are main points with spaces left for additional materials to be added later.
 - The second is a 2.5 inch wide column on the left of the paper called a cue column. After class you are expected to conduct a review of your notes, lining up with the same topics in the right column.
 - The third is a summary section, a 2 inch tall space covering the width of the bottom of the page. This is for when you're finished covering the topic and want to quickly flip through the most important.
- Pros include time efficiency, positive effects on critical reading skills, and accessibility of information.
- Cons include lack of depth, extremely structured, and limited space.
- This note-taking method was created by Walter Paulk, who worked for Cornell University in 1962. He was in the Reading and Study Skills Department on campus.

The Outline Method

Body Language and Oral Presentations Traditional Format

I. BODY LANGUAGE (conveys your state of mind)

A. Movement

1. Strive for natural movement.
2. Control distracting mannerisms. (pacing, pen clicking)
3. Develop natural style
 - (a) Move forward to stress points.
 - (b) Step back and focus attention on screen.
4. Hold objects so audience can see them. (Never pass them around)
5. Avoid excessive and uncontrolled movement.

B. Facial Expressions

1. Smile.
2. Appear relaxed and friendly.

C. Gestures

1. Use natural gestures to emphasize what you're saying.
2. Integrate and coordinate gestures with text.
3. Examples
 - (a) number of fingers = number discussed.
 - (b) sizes, shapes - tall, short
4. Use gestures to help pace yourself.
5. Use gestures based on audience size.

D. Posture

1. Practice good posture.
2. Don't prop up against wall or desk.
3. Don't sit unless it's part of presentation.

How to use:

- Writing points in organized manner
- Indented or dash outlining
- Requires accurate organization

Ideal for:

- Well organized notes
- Highlights major points
- Good for reviewing outside of class
- Slower paced lectures

Disadvantages:

- Due to level of organization is not efficient in fast paced lectures
- Typically hard to utilize in math or science classes
- Not the best for subjects that utilize diagrams, visuals or charts.

Structured Doodling

- **Structured Doodling is an informal method of note taking that involves imbibing the material in question through a mixture of written notes and quick illustrations. Studies have shown that doodling material in relation to the topic being covered produces a higher ability to recall the covered material.**
 - **Pros**
 - The notetaker is very likely to retain the information taken in the notes
 - Provides a visual aid that produces better recall among visual learners
 - The notetaker will tend to recall information beyond what is contained in the notes
 - Reduces distraction from extraneous sources
 - **Cons**
 - Difficult to approach for those who are not artistically inclined
 - Not very effective for fast paced lectures where information must be recorded quickly

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