

Revising & Organizing Notes

Non-Guided Note-Taking Methods

The Outline Method



▪ Method

- Organized space indentation pattern
- Major points left / more specific right
- Levels of importance = distance away from the major point
- Space relationships will indicate the major/minor points

▪ Advantages

- Well-organized
- Records content / relationships
- Reduces editing / easy to review--turning main points into questions

▪ Disadvantages

- Requires thought in class for accurate organization
- May not show sequence relationships
- Cannot be used if the lecture is too fast.

▪ When to Use—When...

- Lecture presented in outline—deductive or inductive
- Sufficient time is available



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Outline Notes Example

Title of the Reading

First Header

- Main Idea

- **Bolded word or important detail**
- **Bolded word or important detail**

Second Header

- Main Idea

- **Bolded word or important detail**
- **Bolded word or important detail**

Third Header

- Main Idea

- **Bolded word or important detail**
- **Bolded word or important detail**

Fourth Header

- Main Idea

- **Bolded word or important detail**
- **Bolded word or important detail**

Examples

Outline

p.1

Virology recorded lecture watchhol 8-10-2013

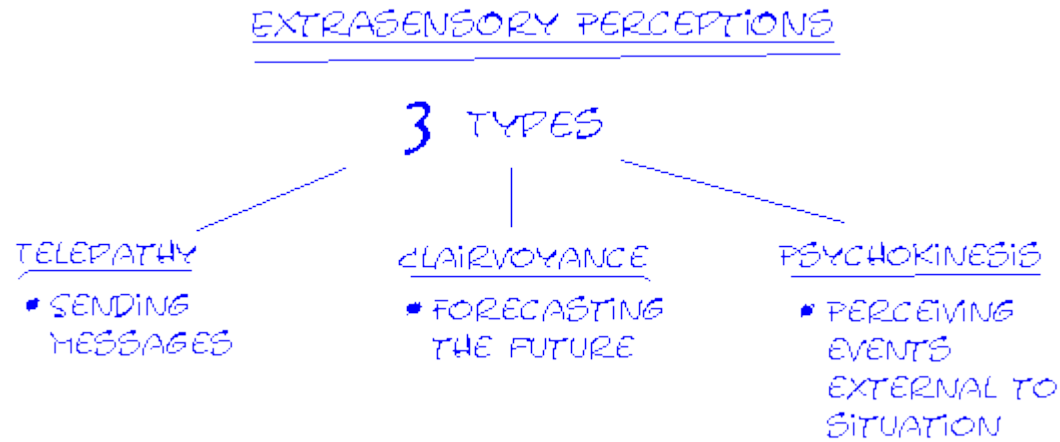
- Infectious cycle - all that happens in an infected cycle. ! artificial barriers.
- ∴ into steps
 - 1- Attach + entry
 - 2- Translation
 - 3- Genome rep.
 - 4- assembly
 - 5- release
- Vocab
 - Susceptible - functional receptor
 - Resistant - ! receptor
 - Permissive - susceptible and can replicate
- Disc. late 1800s. orig grown in animals
- Still use embryonic chick eggs - sterile
 - 1 egg / flushout / 10-15ml
- Salk made 1st vaccine, polio, using Gunders, Wellers, Robbins technique of growing in cell cultures
- Transformed cells - immortal - ! normal
 - HeLa - Henrietta Lacks 1951 cervical tumor
 - 3T3 - mouse
- Primary Human Foreskin Fibroblasts - normal ! immortal
- Diploid
 - Transformed > Diploid < PAPP
 - ∴ ~100 times, ! immortal
- Growing
 - 37° C 5% CO₂ atmos
 - Petri < QTY
 - Spinners > QTY

Categorization & Listing Information

The image shows a digital note-taking application interface. At the top, there is a toolbar with various icons: a grid, a back arrow, a home icon, a pen, an eraser, a highlighter, a selection tool, a red block, a black block, a grey block, a ruler, a refresh icon, a redo icon, and a plus sign. On the right side of the toolbar, there are icons for a lightbulb and a share icon. Below the toolbar is a table with four columns labeled 'CATEGORY 1', 'CATEGORY 2', 'CATEGORY 3', and 'CATEGORY 4'. The first row of the table contains handwritten text. The second row is empty. The third row contains the text 'from Whink app' in the fourth column. At the bottom left, there are icons for a copy function and a menu.

CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4
categories are based on the subject matter	for history subjects, it can be dates, events, people, places	for science, it can be people, theories, dates, proposals	for math, it can be equation, purpose, example
			from Whink app

Categorization & Listening Information



The Cornell Method

CORNELL METHOD NOTETAKING
IS SO EFFECTIVE OMG WHY WEREN'T WE TAUGHT THIS IN STUDY SKILLS
by lavidapoliglota.tumblr.com

~2 inches

2. THIS IS THE RECALL COLUMN
As soon as possible after lecture, review the notes column, take main ideas, key concepts, and important facts and write them in the recall column

1. THIS IS THE NOTES COLUMN
During lectures, note main ideas and concepts. Don't mindlessly copy - rephrase what you can to retain information

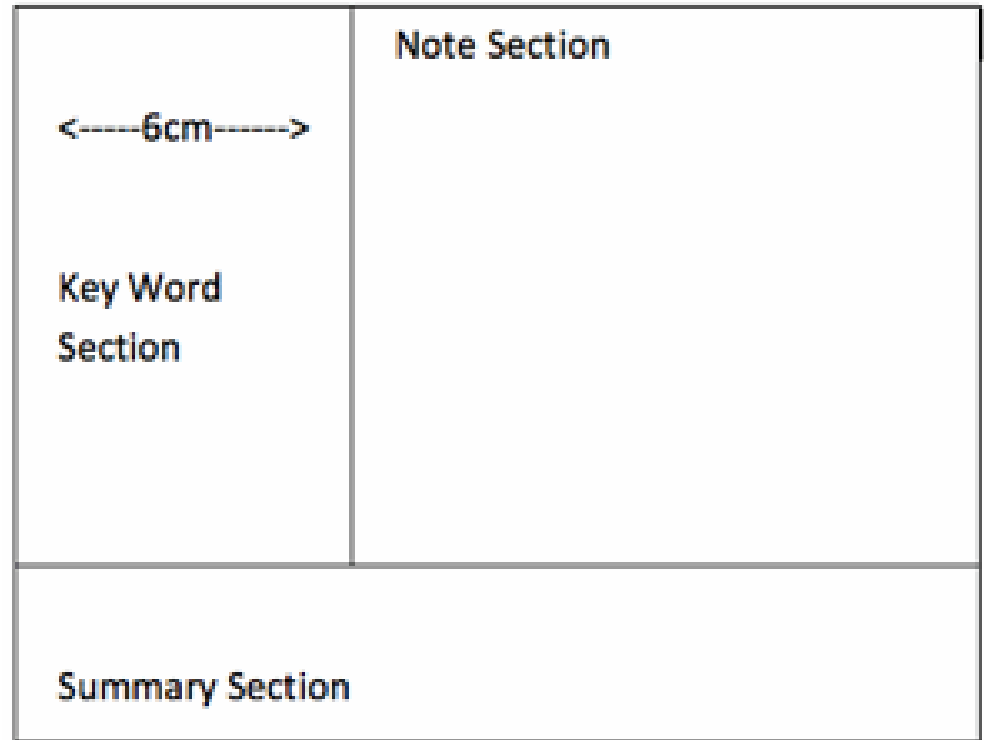
Skip one line between ideas, several between topics

Avoid writing in complete sentences, use symbols and abbreviations, e.g.:

Pelayo, a descendant of the Visigoth aristocracy, founded the Kingdom of Asturias in 718.
Pelayo (dscdt/Visigoth arist.) fd. Asturias 718

3. THIS IS THE SUMMARY SECTION
GUESS WHY IT'S CALLED THAT
Summarise main points here at the end

Info taken from
<http://www.heritagehawks.org/faculty/dbrown/HistoryClass/TheCornellMethod.htm>



Examples

Name _____
 Date _____
 Class _____
 Period _____

Cornell Notes

<ul style="list-style-type: none"> • Main Idea • Key Question (after notes are completed) 	<ul style="list-style-type: none"> • Key words & ideas • Important dates/people/places • Repeated/Stressed Info • Ideas/brainstorming written on board / overhead projector • Info from textbook/stories • Diagrams & Pictures • Formulas
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Summary of your notes in your own words

October 3

Types of Leadership Theory

Pg. 127

Cue Column

Pg. 122

Why do some believe in Theory X and others Theory Y?

Note-Taking Area

Motivational Theories -
 - Explain how human relations affect motivation.

Maslow's Hierarchy of needs (motivational theory)

1. Physiological Needs - survival, food, shelter
2. Security Needs - stability and protection
3. Social Needs - friendship and companions
4. Esteem Needs - status and recognition
5. Self-Actualization - self-fulfillment

- * Developed By Abraham Maslow
- * Must meet lower needs first.

Theory X - holds that people are naturally irresponsible.

Theory Y - holds that people are naturally self-motivated and responsible.

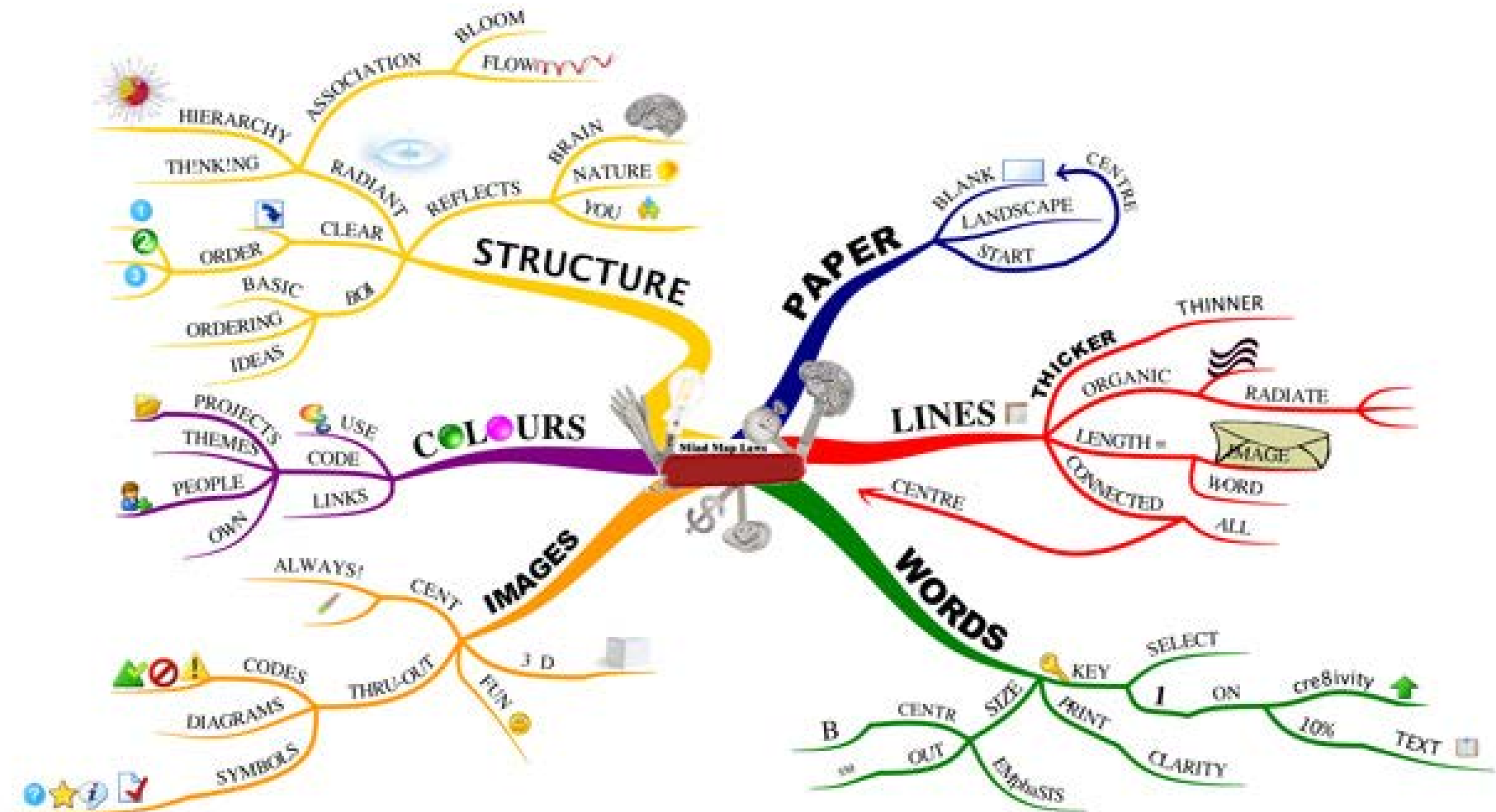
- * Developed by Douglas McGregor
- * What type of leader you are is determined by which theory you believe in.

Motivational theories explain how and why people are motivated. 2 motivational theories are Maslow's hierarchy of needs and Theory X and Y

Summary Area

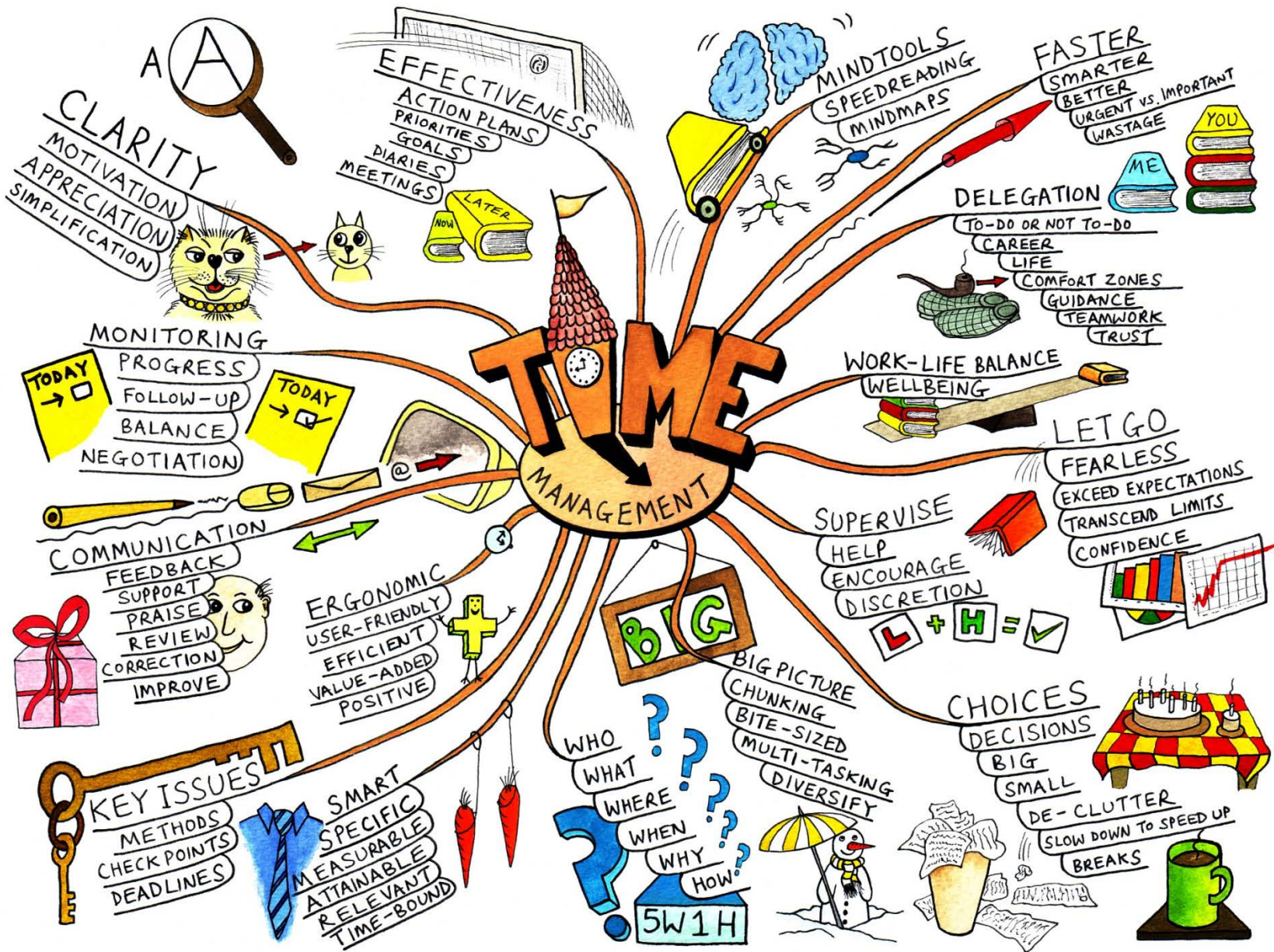
Mind-Mapping

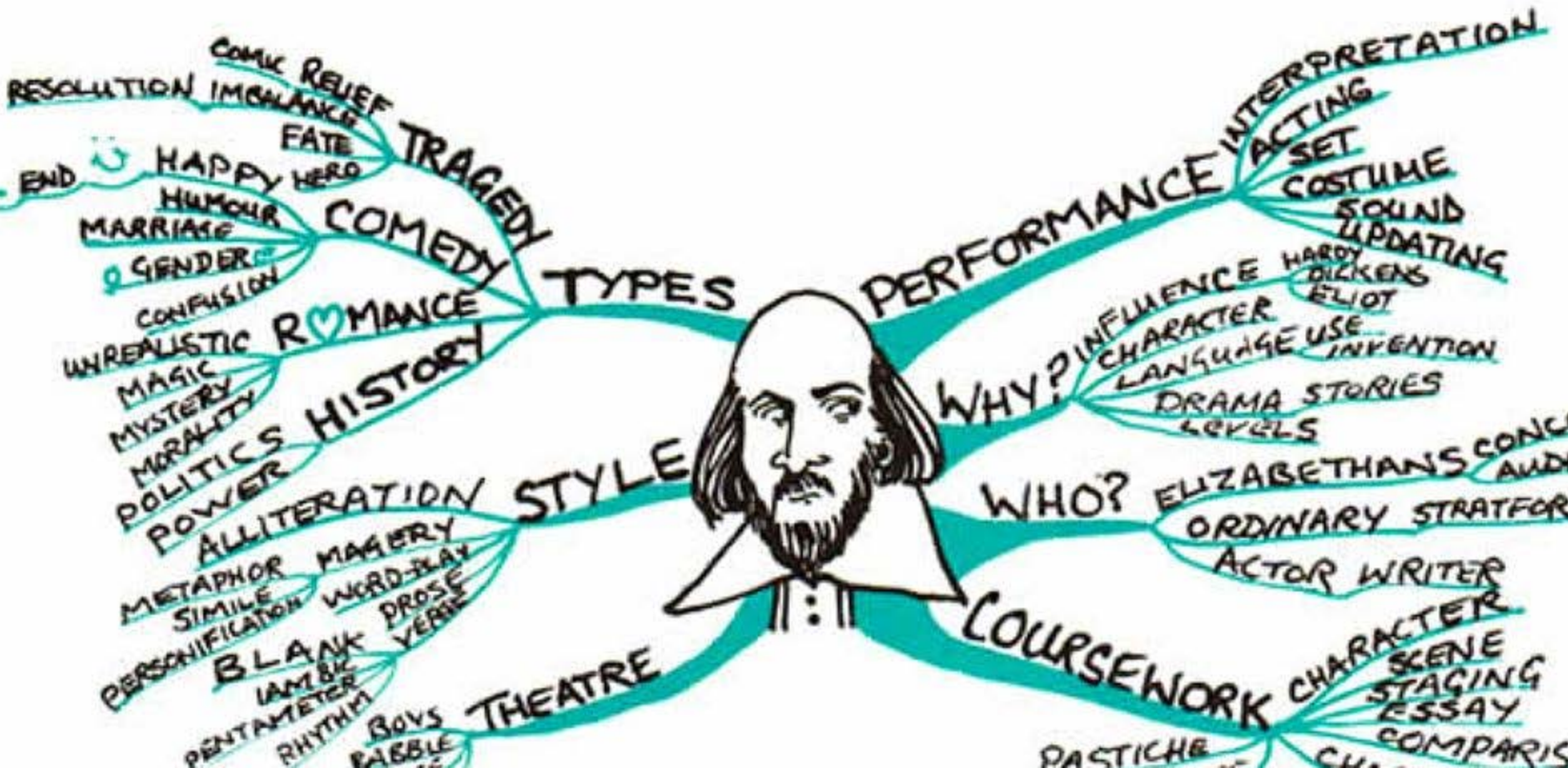
- **A whole brain' note taking method.**
- There is a **creative (right) side** and a **logical (left) side** to the brain and **Mind Map Notes** cater for both sides.
- A Mind Map consists of a **Central Topic** with a **Central Picture**. This is very important, as it **forms a 'hook'** to which all the information it contains will be attached.
- Attached to the Central Topic are thick **Main branches**. These branches are often the headings.
- Attached to the Main Branches are thinner **Sub Branches** followed by **Detail Branches**.

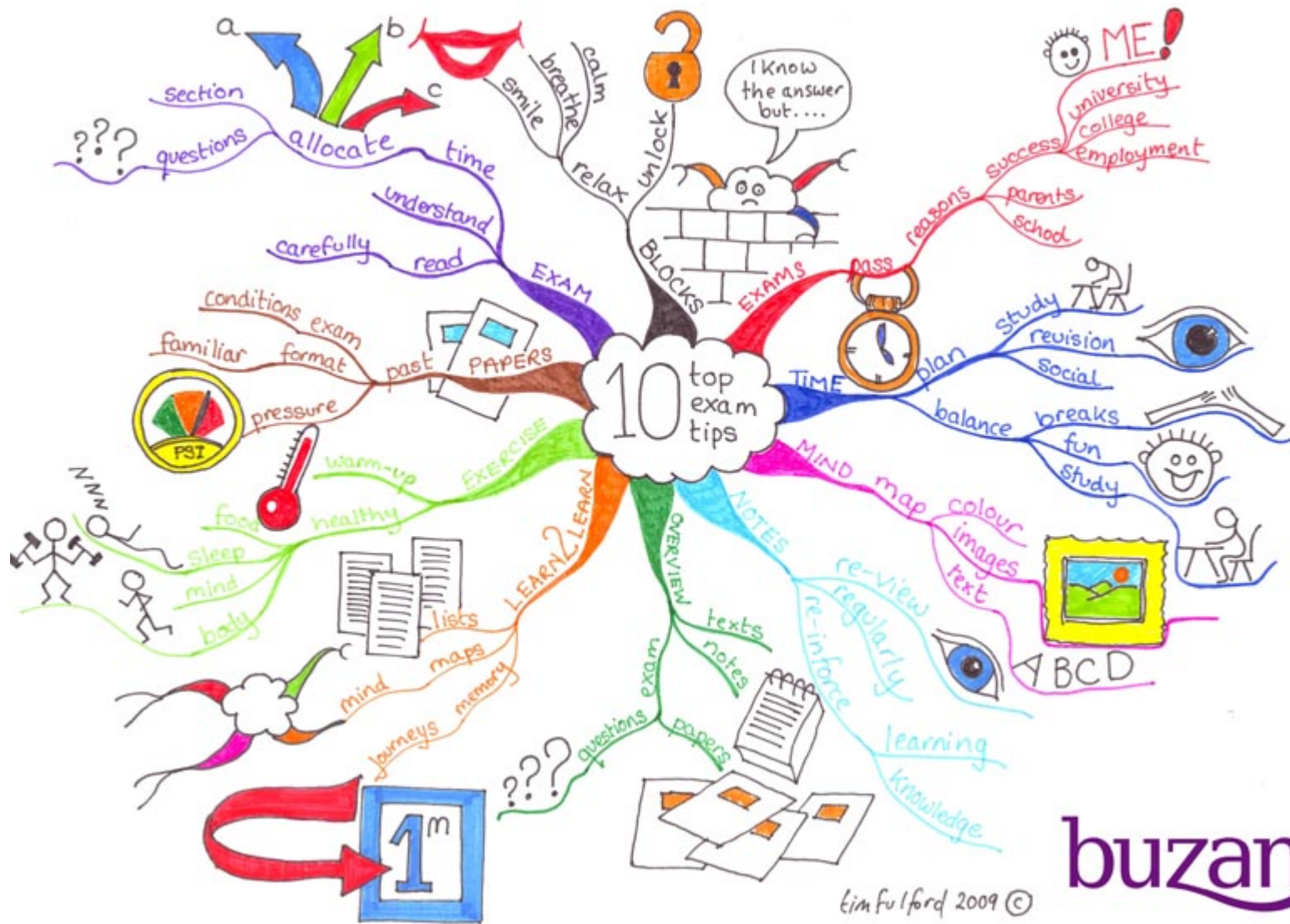


<https://www.youtube.com/watch?v=kzccUiVF24g>

Examples







buzan

tim fulford 2009 ©

Useful links for how to organize your notes

- <https://www.youtube.com/watch?v=FYqokmsBrXI>
- <https://www.youtube.com/watch?v=9t3VsYxYB4c>
- <http://learnenglishteens.britishcouncil.org/skills/listening/elementary-a2-listening/taking-notes>
- <https://www.youtube.com/watch?v=yDqYiCFN1v0>