

Notetaking & Textbook Reading Workshop

Kelsey Davis & Beth D. Solomon, Ph.D.

Furman University

Center for Academic Success



Agenda

- Notetaking
 - How you take notes
 - Methods of notetaking
 - Ways to improve notetaking
- Textbook Reading
 - Difference in textbook and leisure reading
 - Reading strategies
- Questions



Think about...

- How do you currently take notes?
 - What is working?
 - What is not working?
 - Can you follow your notes after class?
 - Notes are unique to YOU!
- Computer? By Hand?
 - Pros/Cons of both types of notetaking



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Handwritten or Digital?

Handwritten	Digital
Easier to create diagrams and illustrations	Faster; easier to take higher volume of notes
Sometimes better for visual learners	Easier to edit and reorganize for later studying
Provides more focus for students prone to digital distraction	Can be backed up, shared, searched, etc.
Can be better for comprehension and retention of conceptual information	Can be better for comprehension and retention of factual information

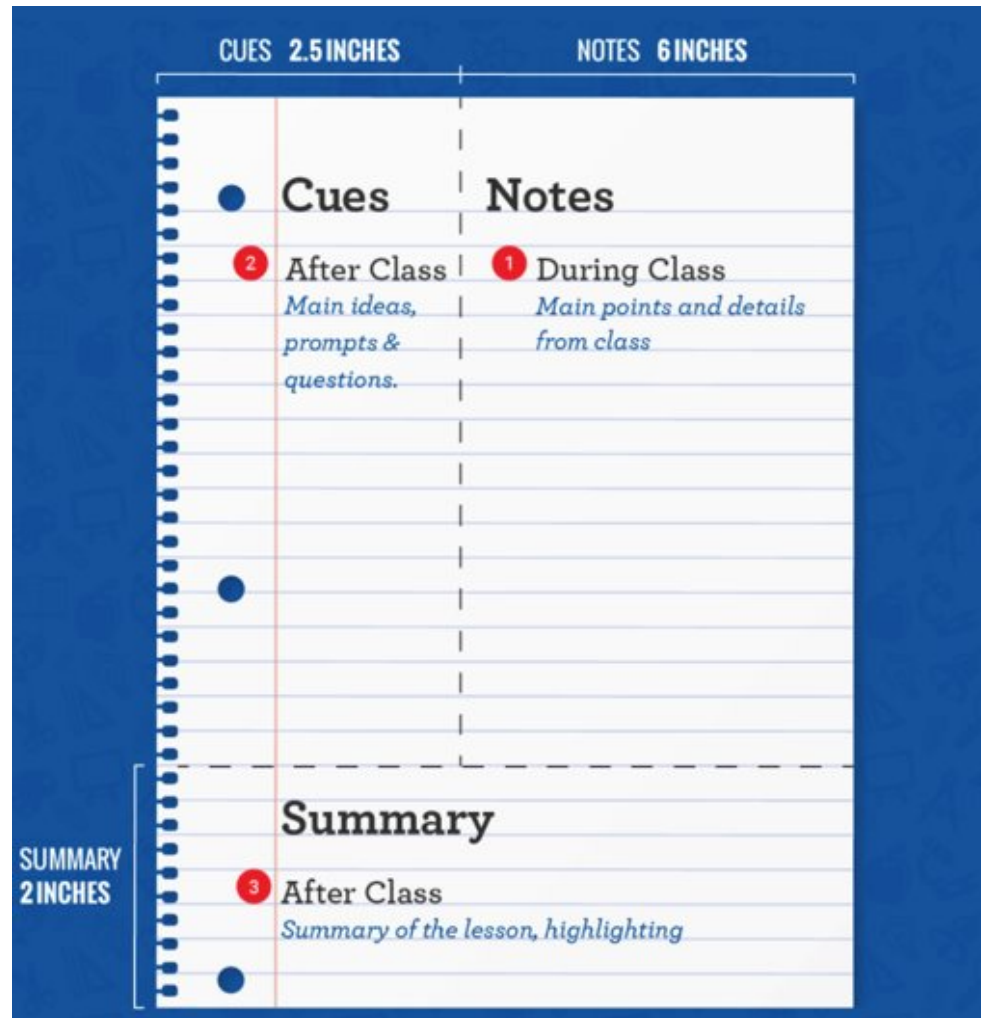
The Learning Center,
University of North
Carolina at Chapel Hill

Methods of Notetaking

- Cornell Method : Understanding key ideas and relationships
- Mapping Method : Visualizing connected topics and ideas
- Outline Method : Creates study questions for review
- Charting Method : Viewing many facts
- Sentence Method : Taking quick and simple notes

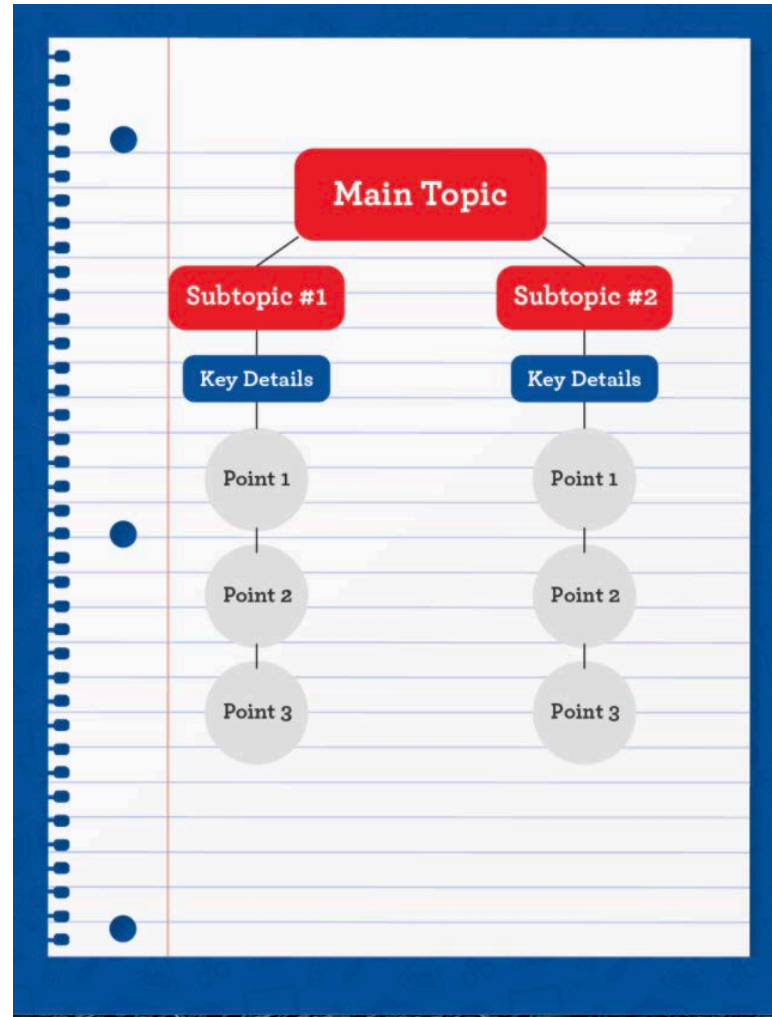
<https://www.oxfordlearning.com/5-effective-note-taking-methods/>

The Cornell Method



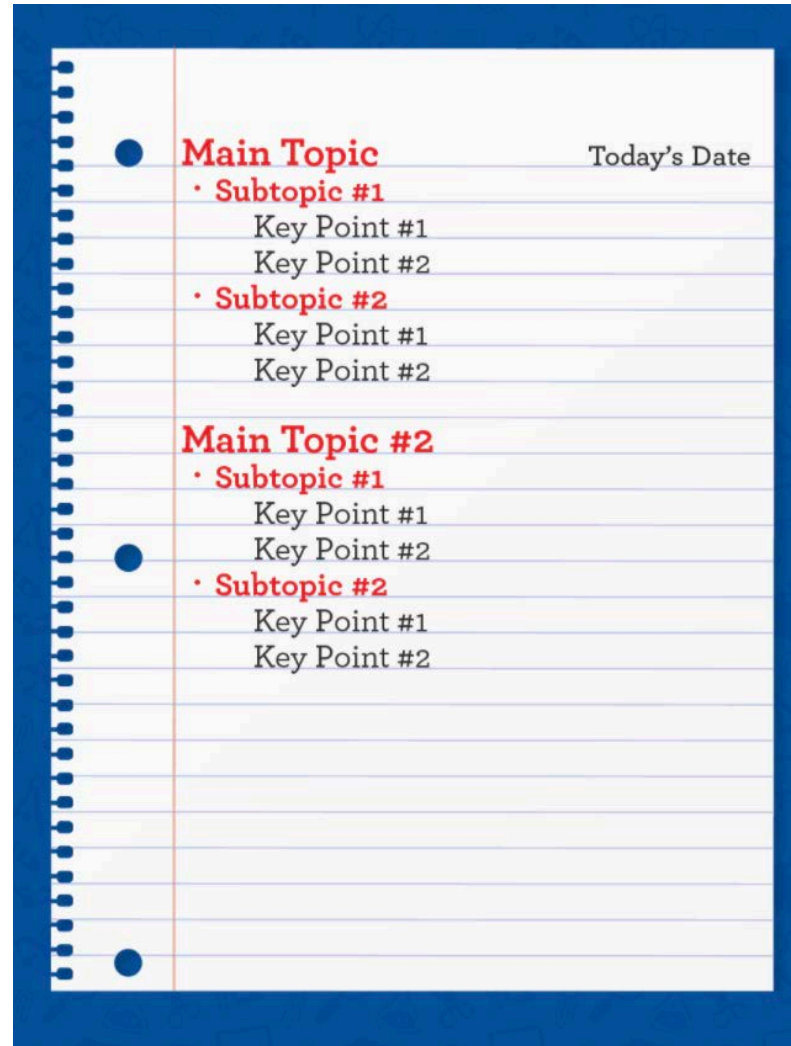
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The Mapping Method



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The Outlining Method



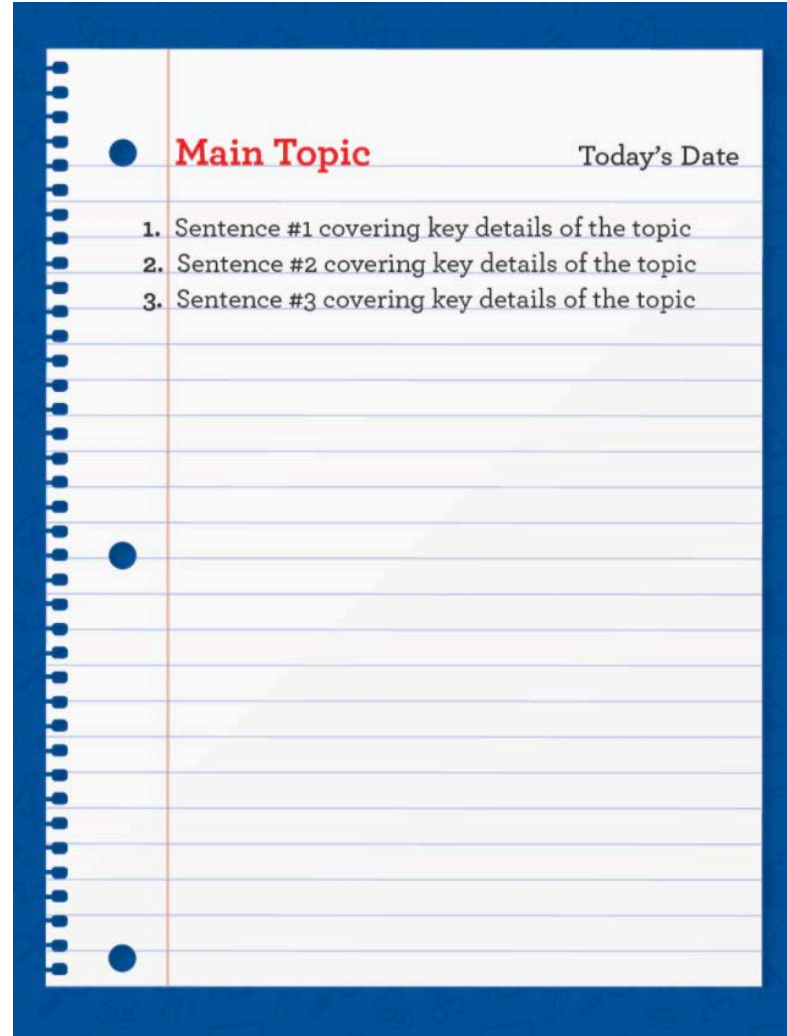
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The Charting Method

● Main Topic	Today's Date		
Topic #1	Topic #2	Topic #3	
Point 1 Details	Point 1 Details	Point 1 Details	
Point 2 Details	Point 2 Details	Point 2 Details	
Point 3 Details	Point 3 Details	Point 3 Details	
●			
●			

<https://www.oxfordlearning.com/5-effective-note-taking-methods/>

The Sentence Method



<https://www.oxfordlearning.com/5-effective-note-taking-methods/>

Notetaking strategies



- Notetaking varies by student. Here are some general tips:
 - DATE each time you take notes
 - Are PowerPoint slides or a class outline provided?
 - Do you learn better handwriting or typing?
 - Don't write every word that is on the slides/outline if you have a copy. Summarize what your professor is saying



Before class...

- Preview your text or reading assignments prior to lecture. Previewing allows you to identify main ideas and concepts that will most likely be discussed during the lecture.
- Look at your course syllabus so that you know the topic/focus of the class
- Briefly review notes from previous class sessions
- Keep all notes for each class together in one space, in chronological order.



During class...

- Be consistent with your method
- Write down keywords, dates, names, etc. that can be defined or explained later
- Look & listen for hints about material you may see again:
 - “You will see this again”
 - “This will be on the quiz/test/exam”
 - Repeated words or phrases
 - Changes in font in class outline or PowerPoint:
 - Different colors
 - Bold
 - Italicized
 - Underlined



After Class...

- Read and review your notes
- Fill in any gaps/answer any questions you have
 - Talk to classmates
 - Use your professor
 - Utilize materials provided by faculty
 - PowerPoint
 - Outline
 - Textbook
 - Articles assigned
- Rewrite your notes
 - Also a study technique!

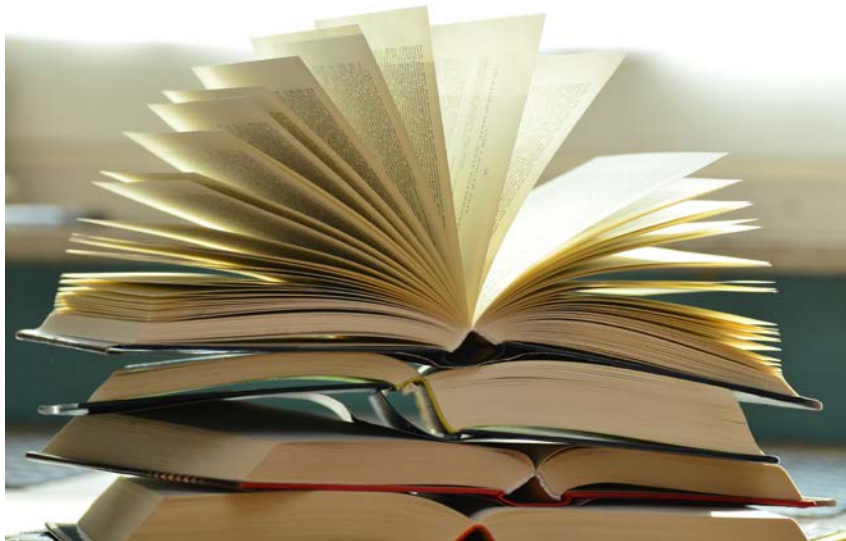


Textbook Reading

- Different from leisure reading
 - Why?
 - What do you think the biggest differences are?
 - Why is textbook reading challenging?



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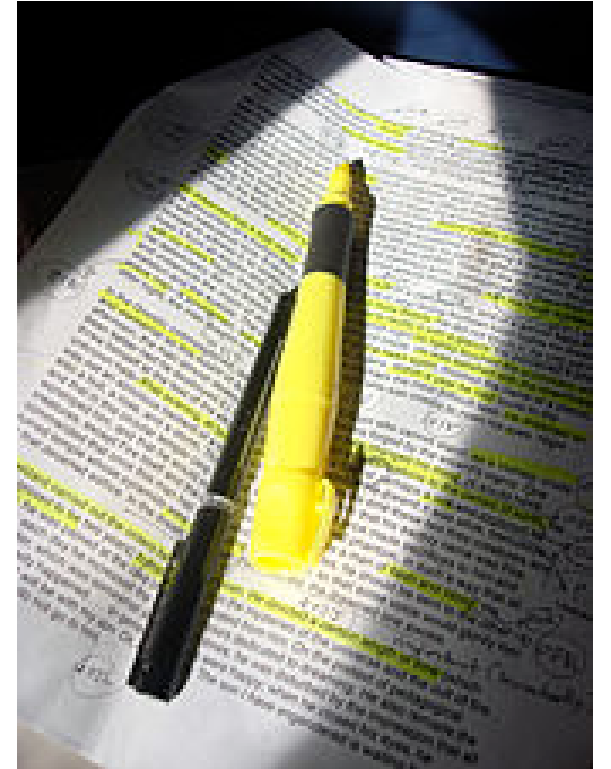
Reading Strategies

- Preview! Preview! Preview!
- Break up into chunks of material (10 pages, section, etc.)
- Start at the end and work backward
- Read the section titles
- Read the first paragraph
- Read the last paragraph
- Look at charts/graphs/images
- Read summaries and questions at end of chunk
- Ask hard questions



Reading Strategies

- Read Actively:
 - Highlight—cautiously
 - Take notes in the margins or in a notebook
 - Summarize what you read in your own words



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Reading Strategies

- Review what you read:
 - 3 things you learned
 - 2 interesting facts
 - 1 question you still have



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Reading Strategies

- Reading takes TIME- schedule reading into your day
- Stay on top of reading assignments- easy to get behind, hard to catch up quickly
- Try an audio book
- Review your notes from your reading to study, and link to your lecture notes



Questions?

kelsey.davis@furman.edu

beth.solomon@furman.edu



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