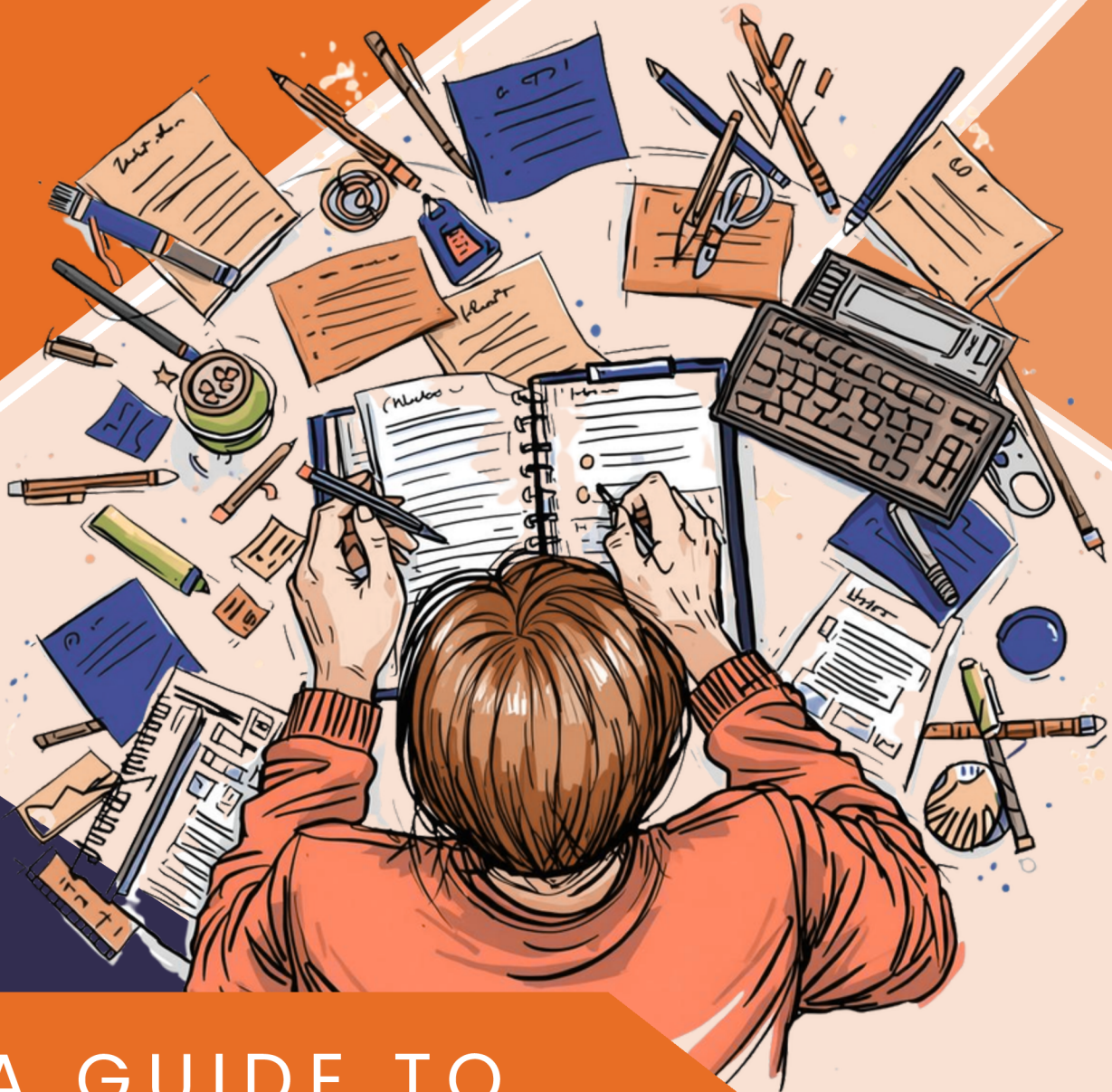




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# A GUIDE TO NOTE TAKING

Developed by CUC Snowy Monaro

## **PURPOSE OF DOCUMENT**

This guide is designed to assist students with note-taking skills and provide them with necessary resources.

# OUTLINE METHOD

This method gives structure to your information by identifying the main topic, subtopics and supporting information.

**When to use:** Lectures & Meetings

**Pros:**

- Quick visualisation of information hierarchy
- Grouping of information
- Revision friendly

**Cons:**

- Cannot effectively integrate images (charts, diagrams, etc)
- Difficult to use in classes that are fast-paced or where lectures are unstructured
- Allows for thoughtless recording

| Title                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Main topic #1</b><br><i>Subtopic</i> <ul style="list-style-type: none"> <li>• specific thought/fact #1               <ul style="list-style-type: none"> <li>◦ example</li> </ul> </li> <li>• specific thought/fact #2               <ul style="list-style-type: none"> <li>◦ example</li> </ul> </li> <li>• specific thought/fact #3               <ul style="list-style-type: none"> <li>◦ example</li> </ul> </li> </ul> |
| <b>Main topic #2</b><br><i>Subtopic</i> <ul style="list-style-type: none"> <li>• specific thought/fact #1               <ul style="list-style-type: none"> <li>◦ example</li> </ul> </li> <li>• specific thought/fact #2               <ul style="list-style-type: none"> <li>◦ example</li> </ul> </li> <li>• specific thought/fact #3               <ul style="list-style-type: none"> <li>◦ example</li> </ul> </li> </ul> |

**Resources:**

- [Resource 1](#)
- [Resource 2](#)
- [YouTube Guide](#)
- [Outline Method in Assignment Planning](#)

## CORNELL METHOD

By having a separate column for keywords and questions, you can easily identify the most important parts of the content. Creating a summary at the end in your own words can assist you in better understanding the topic.

**When to use:** Study & revision sessions + lectures if you want to use active note-taking

### Pros:

- Easy identification of main ideas and keywords
- Summary section to proactively engage in the integration of acquired knowledge
- Logically organised note to revise

### Cons:

- Time-consuming and more effort required
- Requires note set-up or pre-printed notebooks specifically for the Cornell system
- Note taking column has limited space

| Title                                                                         |                                                                                                                |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Cue Column                                                                    | Notes Column                                                                                                   |
| <ul style="list-style-type: none"> <li>key words</li> <li>key qu's</li> </ul> | <ul style="list-style-type: none"> <li>key ideas</li> <li>diagrams/pictures</li> <li>important info</li> </ul> |
| Summary                                                                       |                                                                                                                |
| <ul style="list-style-type: none"> <li>in your own words</li> </ul>           |                                                                                                                |

### Resources:

## Resource 1

## Resource 2

## CHARTING METHOD

Organising your notes using the charting method allows you to organise ideas/topics into categories and visualise the relationships. Think of it as a note spreadsheet where each column has a unique category, and each row has its own topic.

**When to use:** Study & revision sessions

**Pros:**

- Able to visualise key info quickly
- Reduces amount of writing and forms tidier notes
- Offers a way to memorise and see relationships within topics
- Useful for study sessions

**Cons:**

- Not suitable for STEM-related subjects
- Not always ideal to use in a lecture
- Relies on your ability to correctly identify categories and topics

**Resources:**

- [Resource 1](#)
- [Resource 2](#)

| Title       |            |            |            |
|-------------|------------|------------|------------|
| Main Topic  | Category 1 | Category 2 | Category 3 |
| Sub topic 1 |            |            |            |
| Sub topic 2 |            |            |            |
| Sub topic 3 |            |            |            |

# MAPPING METHOD

The mapping method is great for visualising your ideas/thoughts and seeing the connections between large amounts of information. It is also a great tool in planning assignments/brainstorming, and determining your gaps in knowledge.

**When to use:** Study & revision sessions + lectures if you want to use active note-taking

## Pros:

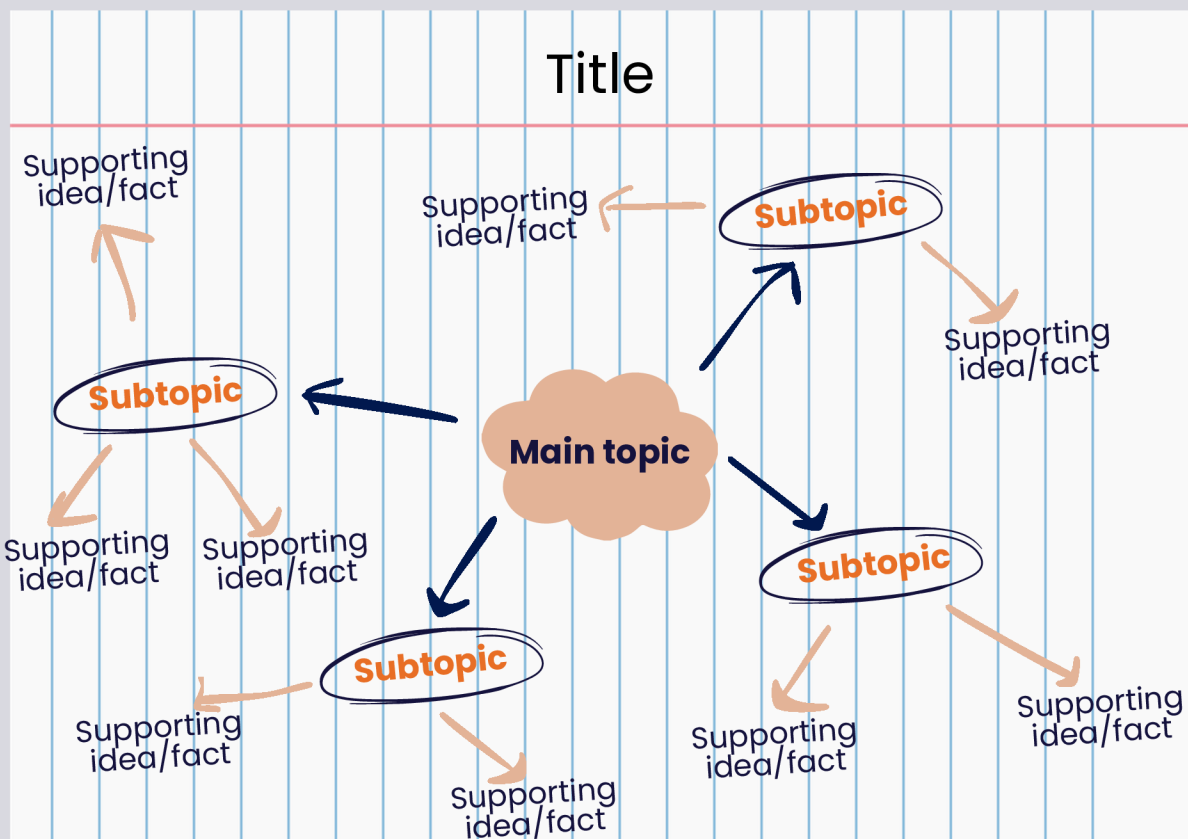
- Ideal for visual learners
- No rigid structure
- See relationships between topics

## Cons:

- Often works best alongside other note-taking methods
- Not ideal for complex topics
- Can get messy, and difficult to determine between facts and your thoughts

## Resources:

- [Resource 1](#)
- [Resource 2](#)
- [mindmaps](#)



# TAKING NOTES FROM TEXTBOOKS AND OTHER READINGS

Make the most out of reading through textbooks and other course readings by taking effective notes and implementing active learning strategies.

## Active Reading

- Highlighting key/important information – moderation is key
- Annotate texts with comments and questions
- Read out loud (to yourself or someone else)
- Explain what you have read to someone else – this will show how well you understood the text, and what you may need to focus more on
- Test yourself – write down the key points from the chapter without checking the text

## Survey, Question, Read, Respond, Record, Review (SQ4R)

|          |                                                                                                                                                                             |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Survey   | <ul style="list-style-type: none"> <li>• skim</li> <li>• read through chapter summary</li> </ul>                                                                            |
| Question | <ul style="list-style-type: none"> <li>• turn each heading into a question</li> </ul>                                                                                       |
| Read     | <ul style="list-style-type: none"> <li>• active reading</li> </ul>                                                                                                          |
| Respond  | <ul style="list-style-type: none"> <li>• summarise in your own words – this means only the key points</li> <li>• recite out loud</li> <li>• answer the questions</li> </ul> |
| Record   | <ul style="list-style-type: none"> <li>• highlight passages</li> <li>• write notes in your own words</li> <li>• <i>*understand before you record</i></li> </ul>             |
| Review   | <ul style="list-style-type: none"> <li>• quiz yourself</li> <li>• regularly go over notes</li> </ul>                                                                        |

# NEED HELP?

## REACH OUT

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