

Note Taking Strategies Inventory

This questionnaire is designed to assist students in building awareness of academic behavior.

For each question, choose the response that best describes your actions (not the one that describes what you think you should be doing). There are no right or wrong answers.

<i>Strategy</i>	<i>Never</i>	<i>Rarely</i>	<i>Sometimes</i>	<i>Often</i>	<i>Always</i>
Take notes (and date them)					
Sit near or at the front of the class					
Makes notes in the margins of the text when I read					
Pause periodically while reviewing notes to summarize or paraphrase the information					
Create outlines, concept maps or organizational charts of how ideas fit together					
Write down questions I want to ask the instructor					
Reorganize and fill in notes I took in class					
Put things in my own words					
Write out my own descriptions of the main concepts					
Keep track of things I do not understand and note when they finally become clear and what made that happen					
Method: I take notes via:	Paper/Pencil		Laptop/Computer		
	When taking notes on the laptop, I minimize distractions by:				

Reflection Questions

What stood out as a strategy you have commonly used that works for you?

What is a strategy that you haven't tried, but think may be helpful? Why do you think it will be helpful?

To enhance my note-taking and maximize use of my notes, I will try the following strategy:

NOTE TAKING STRATEGIES

- ✓ Arrive to class on-time and prepared with a notebook and pencil
- ✓ Sit where you can easily see the board and instructor
- ✓ Date all of your notes and keep them organized
- ✓ Apply a note-taking strategy

date/class

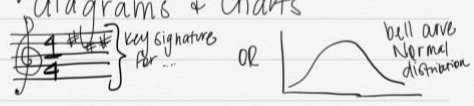
Cornell Note-Taking Strategy

CUES
Written briefly after class

- * Main points & topics/ideas
- * Anticipated exam questions
- * areas/topics of uncertainty
- * Questions for professor

use for review & study

Notes
taken during class

- Main points → bulleted list
- diagrams & charts

- Repeated / stressed info
- Tips
 - leave space between topics
 - outlines
 - Abbreviate
 - Paraphrase

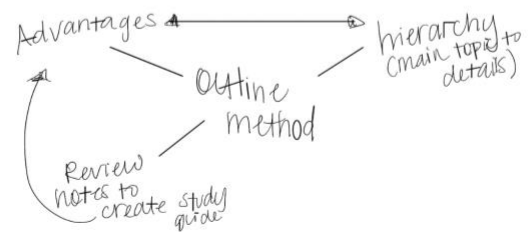
Summary → write after class, then Review + Study

Brief summary of highlights and main points on the page. Use to find info later & create study topics.

TOPIC: Outline Method

3/12/18

1. Main TOPIC of Idea
 - subcategory or topic applying to the above main idea
 - specific info / details on the topic
2. Create a hierarchy
 - use any symbols/bullets
 - #'s (1, 2, 3)
 - letter (A, B, C)
 - symbols (*, -, .)
3. Advantages
 - well-organized
 - records + connects info to main ideas
 - easy review
4. Use the main topics to create concept maps connecting the topics together



Include Notes
in your
Daily Academic Routine

