Study Skills
General Advice and Amazing Note-taking
Your Friend, The Textbook
How to read it and use it effectively

Reading your textbook requires strategy:

1. Use your book as a reference.
   - You will not be able to read every word in your textbook.
   - Use it as an introduction and conclusion to the lecture
   1. BEFORE CLASS: Use your book to gain a basic understanding about what will be covered in a section.
   2. DURING CLASS: Pay attention to ideas that are familiar from the reading and write them down.
   3. AFTER CLASS: Use your book to fill in any gaps in information and to clarify ideas discussed in class.
2. Start from the end.
   • Use the chapter summary to give you insight into what the important points are and what you should focus on.
3. Pay attention to bold text.
   • The information in bold is what you should use to make your flashcards.
4. Use your own vocabulary.
   • Your flashcards should be a union between the new academic vocabulary that you are learning and your own – so you can truly understand the ideas there.
Note Taking – Why is this so important?

• Helps you focus
• Increases/deepens understanding of material
• Saves you study time!!!
• Your Purpose and Your Intelligence

• Know **WHY** you are taking notes (e.g.)
  • Are you revising?
  • Are you brain-storming or generating ideas?
  • Are you just looking for practical examples of a concept?

• Understand **HOW** you prefer to collect information
  • Are you Verbal/Linguistic and require more detailed notes?
  • Are you Visual/Spatial and prefer diagrams?

• **YOUR PURPOSE AND YOUR INTELLIGENCE WILL REFLECT HOW YOUR NOTES LOOK**
• **The Rules**

  • **DO NOT** write down every word you hear or highlight every word you read
  
  • **Allow for variation**
    
    • Your notes may look different depending upon:
    
      • Your level of knowledge
      
      • The topic
      
      • Your purpose for taking notes

  • **Highlight** key points
  
  • Leave noticeable blanks for words, ideas or dates that you didn’t catch but can fill in later
• The Rules - continued

• Use Headings and Subheadings for organization

• Review your notes within 24 hours of taking them
  • This is a great opportunity to use a study group – let others help you fill in the gaps in your notes

• When taking notes from your textbook, stop frequently and quiz yourself on what you’ve read
THE CORNELL METHOD
<table>
<thead>
<tr>
<th><strong>Cues</strong></th>
<th><strong>Main Notes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Ideas, Questions &amp; Prompts</td>
<td><strong>Record</strong> the lecture as thoroughly and meaningfully as possible</td>
</tr>
<tr>
<td><em>Recite</em> answers to questions, facts or ideas indicated by your cue words</td>
<td><strong>Summary</strong></td>
</tr>
<tr>
<td></td>
<td><em>Reduce</em> ideas to concise summaries</td>
</tr>
</tbody>
</table>

**THE CORNELL METHOD**

1. **Record**: During the lecture, record as much meaningful info as you can. Write legibly.
2. **Questions**: As soon as possible after class, formulate questions in the Cue column based on your notes in the Notes column. Writing questions helps clarify meanings, reveal relationships, establish continuity and strengthen memory.
3. **Reduce**: As soon as possible after class, summarize the info in your Notes column in the Summary area. This sets up a perfect stage for exam-studying later.
4. **Recite**: Cover your Notes column and only looking at the info in your Cue column, say aloud (in your own words) the answers to questions, facts and ideas indicated by your cue words/ phrases.
5. **Reflect**: Reflect on the material by asking yourself: “What’s the significance of this info? How can I apply them? How do they fit into what I already know?”
6. **Review**: Spent at least 10 minutes every week reviewing previous notes. RETENTION!
• 5 Great Reasons to Use the Cornell Method

1. Creates more organized notes
2. Highly efficient, time saving system
   • The summary column takes away any need to recopy/reorganize notes and provides a quick reference
3. Highly useful for reviewing and studying for tests
   • The summary and the cue columns reduce info into simple, concise ideas for Reciting, Reviewing and Reflecting
4. Incredibly easy to use
5. Use your preferred style of notes within the Cornell System
Outline, Mapping and Matrix

• NOTE TAKING STYLES WITHIN THE CORNELL SYSTEM
• Outline

  • Outline Title
    1. Major Point 1
       a) Subpoint A
       b) Subpoint B
       c) Subpoint C
    2. Major Point 2
       a) Subpoint A
       b) Subpoint B
          1. Support 1
          2. Support 2

  • Benefits
    • Great for Verbal/Linguistic learners
    • Easy to follow
    • Variable
      • don’t like numbers and letters...use stars and dots

  • Disadvantages
    • Difficult to see the relationship between concepts when notes are taken over several pages
• Benefits
  • Great for Visual/ Spatial Learners
  • Shows relationships between concepts
  • Good option for note-taking on written material

• Disadvantages
  • The speaker must be highly organized
  • Not the best option for lectures
<table>
<thead>
<tr>
<th></th>
<th>Topic 1</th>
<th>Topic 2</th>
<th>Topic 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td></td>
<td></td>
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<tr>
<td>Item 2</td>
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<td></td>
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<tr>
<td>Item 3</td>
<td></td>
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</tbody>
</table>

•Matrix
### Styles of learning

<table>
<thead>
<tr>
<th></th>
<th>Visual/ Spatial</th>
<th>Body/ Kinesthetic</th>
<th>Inter-personal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Likes To</strong></td>
<td>Draw, build, watch movies</td>
<td>Move, touch and talk</td>
<td>Have lots of friends, join groups</td>
</tr>
<tr>
<td><strong>Is Good At</strong></td>
<td>Imagining things, charts (like this one!)</td>
<td>Physical activities, crafts</td>
<td>Understanding people, mediating</td>
</tr>
<tr>
<td><strong>Learns Best By</strong></td>
<td>Visualizing, working with colors and pictures</td>
<td>Touching, interacting with space</td>
<td>Relating, sharing</td>
</tr>
</tbody>
</table>
# Matrix

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great for visual/spatial learners</td>
<td>Can only be used when there are topics to compare</td>
</tr>
<tr>
<td>Clutter free—makes locating information very easy</td>
<td></td>
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<tr>
<td>Useful in taking notes from textbooks</td>
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