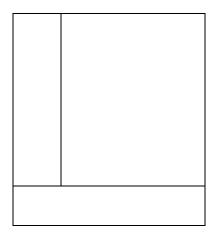
Taking clear and effective notes is an important skill for all students. Let's take a look at 3 popular note-taking systems:

- Outlining records content as well as relationships.
 - o Place major points farthest to the left.
 - o Indent each more specific point to the right.
 - **o** Levels of importance will be indicated by distance away from the major point.
- It is easy to review by turning main points into questions.
- This system can be difficult to use during a fast lecture, but can be helpful for reading a text when there is enoug



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- The Cornell method provides a systematic format for condensing and organizing notes without laborious recopying.
- Use only one side of your paper and draw a vertical line a few inches from the left side of the paper and a horizontal line a few inches up from the bottom of the page. <u>Print out a template!</u>



- < Use the right side of the page to
 - o put down simple notes throughout the reading or during class.
 - **o** Before you move to a new point, skip a few lines.
- < Use the left-hand margin to
 - o annotate your notes indicating key terms, concepts, dates.
 - Put down question marks to indicate that you should do further investigation on this section, either on your own or by going to office hours.
- < Use the bottom margin to
 - o write a summary of each page of notes.
 - o briefly state the relationship between that page's key concepts.
- To review, cover your notes on the right side with a card, leaving the cues (left margin) exposed. Say as much as you can of the material underneath the card. Highlight any concepts you didn't know and kn

