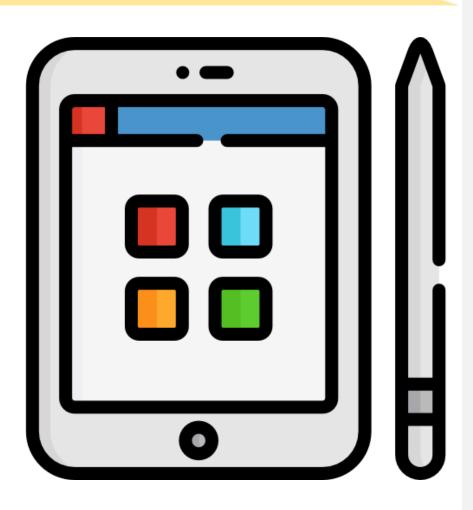
NOTE MAKING GUIDE



Purpose of guide

In this guide we're going to instruct and explain how to do two things

- 1. make effective and helpful notes
- 2. how to build good study habits involving note taking.

For 1 we'll look at some templates and systems you can use For 2 we'll be using the Microsoft program OneNote to keep your physical paper and digital notes together (This should save you carrying that scary looking, heavy folder around!)



How is this going to help me?

In class benefits are that making notes makes you focus!

By rewording and annotating information you're given in class (using tips we'll go through in this guide) you remember information, and understand concepts more easily.



After class benefits are that you'll be able to easily find and understand information from each class.

The notes you've personally made will be easier to understand than other resources, and we'll show you how to store them in a faff free fashion. This will all make completing assignments and



This blog post is where these ideas came from, if you want some evidence and reading

Structure of guide

This contents page needs to be linked and interactive so people can click through to the different sections easily

Overcoming challenges
General tips
Short hand glossary
Cornell method
Note making routine

Example notes

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Overcoming challenges

Commented [LS1]: This section looks good to me, just need to plan how to format this real nice

I struggle to focus for a whole lesson

Focusing for 1 ½ hrs is a real challenge, and you are going to get distracted at some point. Knowing the lesson structure (the teacher usually explains this at the start of class right? Note it down) helps you figure out what's going on when you tune back in and feel less lost.

Don't use all your brain power copying out word 4 word, b selective + use abbreviations (abbrvtns?). Abbreviate and be picky you need to save brain power for thinking about what you're hearing.



I can't tell what information is important to make a note of

Working this out comes with time. To start with listen out and note things that are: repeated, explanations that make sense, or following a trigger like "this will be on the exam" or "this will help with the assignment"

I can't <u>spell</u> the key words being used

respoint, if you keep these

This will happen, spell it how you reckon it should be spelled while you're in class and note it with a "?" so you know to come back to it later, or ask the teacher later in class

I don't <u>understand</u> the words I'm using in my notes

There are two cases here:

- If the words you don't understand are key terms, then you are going to have to work them out eventually. Circle them, keep googling and defining them until you find a definition that makes sense to you.
- If it's just a case your teacher is using a lot of words you don't, ask for an explanation in simpler terms and note this down. (word it using words you do understand)

I have bad handwriting and I don't like having all this paper in my bag

After writing notes there's this issue of keeping them in one piece, organised, & not losing them. To deal with this we've put together a routine section in this guide using OneNote that explains how to do all this in a low effort way.

For handwriting, take advantage of shortcuts and symbols, be picky in what you write down and don't worry about it too much. Good formatting (I o t s o f s p a c e between things) is quick win and makes the worst writing easy on the eyes.

General tips

- Reviewing your notes is a vital part of the process. It reinforces what you have learned, improving recall of information. For the most benefit when reviewing notes, do it within the 24-hour period after taking them.
- When reviewing your notes, little and often is the best approach. Rather than saving reviewing all your notes to exam season, try reviewing them weekly.
- Notice repetition when your teacher repeats a point multiple times, it
 is a sign that it is important information, and you should be sure to
 emphasize this in your notes.

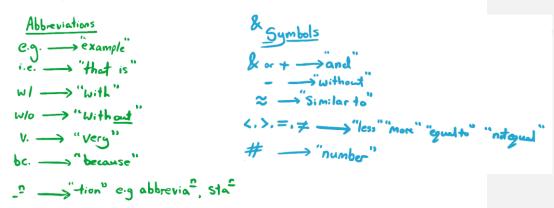
- Do not try to transcribe what is being said word for word this can be difficult to keep up with and reduces the amount of processing involved, reducing the ability to recall information later on.
- Prepare before lessons it is important to look at what content will be covered during your lesson prior to turning up, this way you will know some of the important points to emphasize before the session even begins.



Speedy symbols



As we've already alluded to, writing in some kind of shorthand is key to note making being productive and not a chore. There are some shortcuts below, but you can use or make up whatever is best for you. Some examples online abbreviate every word, this is hard for me to read personally but do what you feel comfy with!



Cornell method to note taking

The Cornell method is a simple way to take notes that requires very little preparation, and it is often considered to be one of the best ways to format your notes. It is highly useful when dealing with spoken content and discussions in lessons.

The Cornell method helps you to determine what details are the most important. It also helps you to keep information organized, ensuring that it is easier to focus on the main points (Ruschhaupt, 2010).

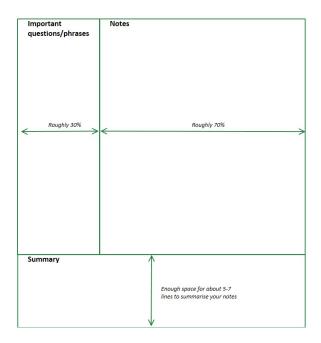
A summary of the Cornell method

- Divide the page into four sections one at the top for the title, two columns underneath the title (the left one taking up about 30% of the space, and the right one taking up about 70% of the space), and a small summary section underneath this. (Add in example pic here for clarity)
- The process is simple the larger column on the left is for your lesson notes, the smaller column on the right is for any subheadings, questions or comments that may help you when revising or reviewing your notes, and the bottom section is for a brief summary of the lesson.

Commented [AW2]: Formatting this looks long - will have to figure it out

The Cornell method

Tuesday, May 18, 2021 9:57 AM



The Cornell method in OneNote

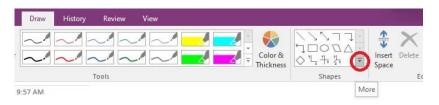
• The easiest way to make the Cornell grid layout in OneNote is using the Shapes tool and selecting the rectangle (Draw -> Shapes).

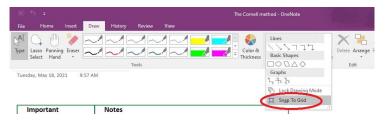


- Using this tool, you can draw three boxes to create the Cornell grid (as shown above).
- If you are struggling to make the lines meet up neatly, you may want to click the "Snap to Grid" option and try again (Draw -> Shapes -> More -> Snap to Grid)

Commented [AW3]: Unsure whether this is a good place for this - could go in a section for onenote stuff?

Commented [LS4R3]:





Suggested method

Outcomes:

- Easy to navigate notes
- Notes are multimedia and allow for content that works for you:
 - Voice to text notes
 - o Pictures of physical notes
 - o Embedded youtube videos
 - Powerpoints
- Can't be lost or damaged
- Can be accessed from anywhere

Collect & collate content

- 1. Hand written notes/annotated work book
- 2. Photo using phone camera (or *MS lens* if you want to be fancy and convert your handwriting to digital text)
- 3. Add new page to your subject *OneNote* notebook and insert the images here (you can email yourself the photos and do this on computer or access *OneNote* using your phone)

- 4. Embed video of class, powerpoint used
- 5. Add links for any other resources that were used in the class you find useful

Enhance & annotate

- 1. Read the notes back make sure they make sense
- 2. Add stickers and tags for things like: Questions that need answering, diagrams that need adding
- 3. Add any further thoughts you have (Dictation to text is an option on OneNote!)
- 4. Highlight key information you'll need to come back to

Example: making notes on powerpoints

BTEC courses are powerpoint heavy, get a HSC powerpoint/class as an example and make some notes on it

Example: making notes on workbooks

Maths use a lot of workbooks, so if there are any GCSE foundation workbooks these would be good to work on

Example: making notes on lecturing

It might be a good idea to start with an example of some verbal information and then some resulting notes so students who are more confident can get the gist of the guide from this and not get bored

Let's see some note taking in action. Here's a really interesting Ted x Talk about <u>note taking</u> that I used to put together some of this guide.

At <u>3:31</u> Rachel starts talking about <u>how note taking helps us learn</u>, it's important that I understand this to write this guide so I made some notes!

I've quoted the dialogue I'm making notes on as well as giving you the Video link and a time stamp. Look at/listen to what she's saying, then look at my notes I've made. By concentrating on making my notes relatable to <u>me</u> and trying to be a lil bit <u>creative</u> (with lots of emojis and abstract art) I can remember what she said pretty well and, more importantly, I can <u>understand it.</u>

TEDx talk Drawing in Class: Rachel Smith Drawing in class: Rachel Smith at TEDxUFM



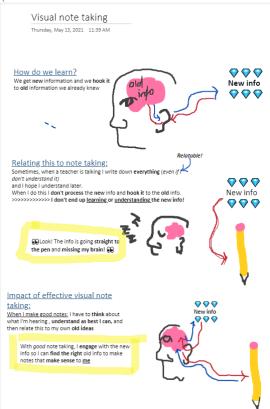
@ 3:31

"Any type of note taking is designed to help the student take what they're hearing and hook it into an internal framework, that's how you learn- you take new information and hook it to old information you already had. When you take notes its very possible to write down word for word exactly what the teacher is saying and not understand any of it... I have no clue whats going on so I write it down and hope I understand it later. When you're using visual note taking you have to listen to whats being said, hear it, and understand it."

My notes

So here's my notes on what Rachel said. They are very goofy, colourful, and personal to me (I've re phrased her ideas in my own words and added my own diagrams)

These notes might not be helpful for someone else to understand what was said, but by making the notes I can remember what she's said, and I've understood it (or part of it) in the time I spent making them, (Embed as a OneNote link rather than an image)



Typing notes vs. writing notes

Research has found that typing notes may not be the most beneficial in terms of remembering information (Mueller & Oppenheimer, 2014), however, this is not always the case (Jansen et al., 2017).

Some students may prefer typing notes on a laptop or tablet as it can be easier to edit the format and it is generally quicker to type than to write out. Typing out notes on a computer can also be beneficial due to the transferability of notes between devices.

When typing notes out, rather than writing them, it is important to remember a few things:

- To paraphrase or summarize what is being said typing word for word reduces the amount of processing required, reducing the benefit of note taking.
- You are using your device as a tool for learning don't get distracted by social media or online shopping, stay focused.
- Formatting is still key the layout of what you are typing helps to guide you to the important pieces of information and helps you to process it effectively when revising.

Recommendations: one note?

Notes & thoughts:

Print the guide, annotate it, scan it, and then print that as the final version I like the idea of it being a OneNote system as well as a printed thing now

Another good guide would be on like general admin (how to use your e-mails [how often to check them, making folders etc.])

Set out expectations and instructions (how long do you spend?) This is a good homework bit lot of work for students, not a lot of marking

More is more, some notes come up a bit slim and research shows more notes is better than less

Activity/assignment

Ties into exam prep and topic checklist

Questions for charlie:

- How useful is OneNote? (We're including this a lot in the guide as it has a lot of support for visual notes, audio, dictation, and maths equations. College has access to it so we're trying to raise awareness and push students to use it)
- How long to spend on notes for a topic or class? (this was a question from a student in Academic Coaching)
- What's your goal when you're making notes? (Are you trying to make sense of material, commit it to memory, or just make a set of notes to revise from later. I think explaining the purpose/motivation will make the activity more compelling to other students)
- How do you use the notes after you've written them? (do you store them, use them to revise, update them. A couple of words about the long term aspects will help students build a habit of maintaining and looking after their notes)
- Do you make notes for other subjects as well? (We're trying to explain to students that note making is a very transferable skill they can apply across all their subjects)

Order:

- Youtube video Charlie Hiscox
- Example notes
- How to build the habit
- >>>>More detail after for kids that need it

Commented [LS5]: This is for another time

Commented [LS6]: Sent to louise

Diagram of Cornell, Outlining, Mapping, and Charting techniqueshttps://asc.calpoly.edu/ssl/notetakingsystems#:~.text=The%20Mapping%20Method,the%20content%20of%20a%20lecture
More info on the Cornell method, including videos and examples:
http://comprehensionhart.weebly.com/cornell-notes.html

Activities would be good, present students with a paragraph and ask them to make notes on it, then review these notes Making notes vs taking notes

https://onlinelibrary.wiley.com/doi/10.1111/1541-4329.12170

Include & integrate other departments note taking support:

- o Maths have "Books of power"
- o Accounting have Workbooks

Summary at end?

• Short paragraph that summarises what methods we have suggested and how to implement them, making a habit of it etc. Also emphasizing the importance of individuality – what method suits you is what is best as long as you know you will use it, check it and as long as it is effectively organised.

Commented [LS7]: Not sure how to include these, the Outlining method is something I revert to quite a lot (it's like indenting and bullet pointing). Maybe we suggest this as a way of including information for each topic in the Cornell method?