

## How To Take Effective Notes Script

[Text on Screen] - EDCI 337 How To Take Effective Notes. By: Nataly Romero

**Nataly:** Hi everyone! So today I'm going to be teaching you the three different note-taking methods that you can use to study for your exams: the Box Method, the Charting Method, and the Cornell Method.

[Text on Screen] Cornell Method

**Nataly:** So the first method is the Cornell Method.

[Layout Template] [Text on Screen]

- **Cue/Recall Column**
  - Main Ideas
  - Vocabulary Words
  - Questions
- **Main Body**
  - Topic Notes
  - Definitions
  - **Key Thoughts**
- **Summary Column**
  - Quick reference
  - Reviewing

**Nataly:** The layout is pretty straightforward. There are three parts to the paper. The first section is the cue/recall column, main ideas, vocabulary words, and questions can go here. The next column is the main body, this is the notes column, you can put your topic notes, your definitions and key thoughts here. The third section is the summary column where you can summarize your notes in 1-2 sentences and you can use this for quick reference or reviewing for future exams.

**Nataly:** Here is an example of how I use the Cornell method for a course I am currently taking and I will walk you through the steps on how to get there.

**Nataly:** To get started, I am going to use the Cornell Method template that I have. The Cornell Method allows you to organize your notes in a way where you can quiz yourself and not have to make flash cards, instead, you can use the same notes that you've created during your lecture. So here is my notes for a course I am currently taking and I'm going to use the vocabulary words from my notes and put that into the left column and the definition into the right column. The first example I'm going to use is limited capacity vocabulary word and I'm going to put that into the left column and now I'm going to put the definition of the vocabulary word into the right column and this can really be a summary of the vocabulary word or the exact definition that comes up in your notes so that you can practice recalling in future study sessions.

**[Music]**

**Nataly:** And now I will do the same thing for three other concepts for my class notes. In the left column I'll write down the concept and the definition will go in the right column. The advantage of using the Cornell Method is that you're able to record review notes in one place and highlight major concepts. However, the downside is that it does take effort and time to create.

**[Music]**

**Nataly:** And once you've completed your notes, this is what it will look like.

**[Text on Screen] Cornell Method**

**Nataly:** The next method is the box method if you're a more visual learner, the box method may be the best fit for you because it allows you to visually separate topics into boxes with images or text or however you would like to organize your notes.

**[Layout Template] [Text on Screen]**

- Title
- Central Point/Subject

**Nataly:** The layout of the box method looks like this, you add boxes for each subject or concept that you would like to write down and the information goes into the boxes. I'm going to organize my page using the box method with the same notes I used for the Cornell Method. As you can see I put the topic above the box and then I'm going to write down the definition underneath in the box.

**[Music]**

**[Text on Screen] Charting Method**

**Nataly:** The third method is the Charting Method. This method is helpful when there are many concepts that you have to compare. As well if you enjoy taking your notes digitally because you can easily create a chart on Excel or Google Docs.

**[Layout Template] [Text on Screen]**

- Compare different ideas and group similar ideas together.

**Nataly:** The layout of the Charting Method goes like this, you can add as many rows and columns as you would like. The main topics can go at the top and the subpoints on the left. Images, texts can go into each part of the chart. I'm going to use the Charting Method to compete medical terminology. I will add images and categorize each concept and add the side effect for each. The Charting Method allows me to organize lots of information in a quick and easy way.

**[Music]**

**[Text on Screen] Thank you for watching!**