



Another effective way to take notes is to recognize patterns in the lecture style that the instructor is using. The following seven patterns are some of the more recognizable:

<b>Pattern</b>	<b>Note Taking Tips</b>
• Comparison and Contrast	Record similarities and differences of comparison. Use two columns, or make a chart.
• Cause and Effect	Distinguish causes from effects. Use diagrams.
• Sequence or Order	Record dates; focus on order and sequence; use timelines for historical events; draw diagrams; record in order of importance; outline events or steps in a process.
• Problem-Solution	Record parameters of problem; focus on nature of problem; record process of arriving at solution.
• Classification	Use outline form; list characteristics and distinguishing features.
• Definition	Record general group or class; list distinguishing characteristics; include several examples.
• Listing	Record in list or outline form record order of presentation.

## Abbreviations

You should use only the abbreviations that fit your needs and that you and the student with a disability will remember easily. A good idea is to introduce only a few abbreviations into your note taking at a time. Overuse may leave you with notes that are difficult to read. Here are some examples:

abt.	about	infl.	influence
ans.	answer	info.	information
asmt.	assignment	intro.	introduction
avg.	average	jrnل.	journal
bk(s).	books	lect.	lecture
bkgd.	background	libr.res.	library reserve
btwn.	between	ln.	line
cf.	compare this to	mag.	magazine
ch.	chapter	misc.	miscellaneous
chk.	check this	mtg.	meeting
def.	definition	nec.	necessary
den.	define	nts.	notes
diag.	diagram	pg./pp.	page/pages
dif't.	different	prof.	professor
diff.	difference	rdg.	reading
ea.	each	rec'd.	received
ed(s).	edition(s)	ref.	reference
e.g.	for example	req'd.	required
fx.	for example	rev.	review
enل.	enlarge on this	rpt.	repeat
esp.	especially	seq.	sequence
etc.	etceteras	sp.	spelling
exx.	examples	tbl.	table
fig.	figure	voc.	vocabulary
freq.	frequency	vol.	volume
fund.	fundamental	vs.	versus (opposed to)
gen'l.	general	w/	with
hist.	history	w/o	without
idx.	index	Δ	change
i.e.	in other words	=	equal
illus.	illustration	≠	does not equal

Divide your paper into a narrow 2 1/2" margin on the left side with 2" reserved on the bottom margin.

← 2 1/2" →

**KEY WORDS**

- 2. **Reduce**—Reread your notes and rethink the entire lecture. Reduce each fact and idea to key words and phrases. In this column, jot down the word or phrase that is extracted from each fact or idea.
- 3. **Recite**—Recitation makes you think which leaves a trace in your memory. Cover up the wide column of the notes sheet exposing only the cue words or questions, then recite aloud in your own words the answer.

- **Each page should contain:**
  1. Course Prefix (e.g., ENG 101)
  2. Instructor's name (John Doe)
  3. Semester (Spring 05)

- **The top of the first page should have:**

**ANNOUNCEMENTS:  
HOMEWORK AND DUE DATE:**

(This space may often go unused, but it will be the place students will look for important information such as assignments, course changes, test dates, etc.)

- **All board information will be included.**

The following format is one suggested method for taking notes (Cornell).

**Lecture Notes**

Steps

- 1. **Record**—In this wide column, record as many facts and ideas as you can. Write legibly. After class, fill in any blank spaces that are left and clarify notes if necessary.
- 4. **Reflect**—Reflecting is applying the facts and ideas that are learned. (What is the significance of these facts? What principles are they based on? How can I apply them?)

↑  
2"  
↓

- 5. **Review**—The best way to prepare for exams is to continually recite and review notes.
- 6. **Recapitulate**—Basically write a summary for quick review in this space.

**Reflections and Conclusions**

## How To Make A Memory Map

1. Choose a key word that represents the main topic or idea (center). Start anywhere on the page. Use all capital letters.
2. Use key words or essential features for organizational branches. Use all capital letters.
3. Print all words. Use lower case letters for details associated with the main topic.
4. Put only one word on a line. Themes will emerge.
5. Create patterns of association.
6. Use color, size changes, images and imagination to show relationships and develop emphasis.
7. Use arrows, dots and dashes, or other graphic symbols to highlight connectors.
8. Make up personal symbols, codes or mnemonics.
9. Get involved in pattern making.