

Note-Taking Styles

Over the years, professors and learning experts have suggested various note-taking styles to help students organize their notes. Below are two examples of the various note-taking strategies and templates available. You might want to experiment with them and use what works for you.

Cornell Style Notes

The first template (Template A) is the Cornell Style Note template. The Cornell system of note-taking was developed in the 1950s by a Cornell University professor, Walter Pauk. It is an effective way of organising your notes, and helps to make the reviewing of your notes easier and more effective.

- Try to reduce each line or segment of text that you read into one keyword. Write down that keyword in the left-hand “Keyword” column. For example, if you had an entire paragraph of notes in the “Note” column about the 1961 Civil Rights Act, next to the section and in the left-hand “Keyword” column, you would write “1961 Civil Rights Act.”
- Cover the “Notes” column with a sheet of paper, but leave the “Keyword” column visible. Looking at your keywords, try to recall as much of your notes as possible. Talk out loud if you want or just write down what you remember. When you are done, uncover your notes section to verify what you said or wrote down. This is to help with remembering the information.
- Write a brief summary. When you’re done doing the recall exercise, write a brief summary of the notes you have taken in the “Summary” section.

QUT Note Taking Template

The second template (Template B) is the Queensland University of Technology (QUT) Note Taking template, and has been loosely fashioned along the lines of the Cornell Style Notes template.

Use this template to help you record notes from the books, journal articles and other sources that you are reading as part of your research. As you make notes from each book, journal article or website, try to organise them into three columns:

- In the first column, record themes or key ideas from your reading.
- In the middle column, record the page number that the key idea was on, and maybe some notes or a direct quote.
- In the third column, record your own comments or questions about the key idea. This may include how or where you might use this in your assignment, how this links to other research you have done, and comments about issues to be clarified. This column is important as it helps you to develop your critical thinking skills.

QUT Weekly Reading Template

The third template (Template C) is the QUT Weekly Reading template. Use this template to help you understand what to record from your weekly lectures and readings of sources. Breaking the information into these categories will also be useful for your exam revision.

Sources:

<http://www.artofmanliness.com/2012/01/27/write-this-down-note-taking-strategies-for-academic-success/>

http://studywell.library.qut.edu.au/pdf_files/READINGNOTETAKING_QUTNotetakingTemplater.pdf

Template A

Topic/Subject/Keywords/ Terms/Concepts	PARAPHRASED Notes from Source
	<ul style="list-style-type: none"> - Write headings and key words in colored pencil - Take sufficient notes with selective (not too much verbiage) & accurate paraphrasing - Skip a line between ideas and topics - Use bulleted lists and abbreviations - Correctly sequence information - Include diagrams or tables if needed for clarification or length
SUMMARY of Paraphrased Notes above	
Details of Source	
Author(s)' Surnames & Initial/s:	
Year of Publication:	
Title of Chapter/Article:	
Ed/s (if applicable):	
Title of Book/Journal/ Periodicals:	
Volume No & Issue No (for Journals/Periodicals only):	
Page No. (for Book Chapter/ Journal Article only):	
City/State where book is published (for Books only):	
Name of Publishing House (for Books only):	
Web Address:	

Adapted from McKay & McKay (2012):

<http://www.artofmanliness.com/2012/01/27/write-this-down-note-taking-strategies-for-academic-success/>

Template B

QUT NOTE TAKING TEMPLATE			
Author(s):			Year:
Title:			
Location:		Publisher:	
Journal:		Volume:	Issue:
Web address:			
Other:			
Themes/Key Concepts	Notes/Quotes/Content/Page No.	Comments/Cross-referencing/Questions to be Clarified/Terminology	

Adapted from McKay & McKay (2012):
<http://www.artofmanliness.com/2012/01/27/write-this-down-note-taking-strategies-for-academic-success/>

Template C

Weekly Reading Template				
Authors' Surnames & Initial/s				
Year of Publication				
Title of Chapter/Article				
Ed/s				
Title of Book/Journal/ Periodicals				
Volume No & Issue No (for Journals/Periodicals only)				
Page No ((for Book Chapter/Journal Article only)				
City/State where book is published (for Books only)				
Name of Publishing House (for Books only)				
Web Address:				
Chapter/ Page No.	Key Concepts/ Terminology	Meaning in your own words	Issues that need to be explained or clarified	Example/ Application

Adapted from QUT Note Taking Template:

http://studywell.library.qut.edu.au/pdf_files/READINGNOTETAKING_QUTNotetakingTemplater.pdf