

Taking Lecture Notes

Moorpark College *Writing* Center

OBSERVE RECORD REVIEW

OBSERVE

Observe your instructor and yourself the way a social scientist observes a culture.

Observe of the Instructor:

- Body Language
- Word choices
- Leading Phrases
- Teaching style

Notice in Yourself:

- Mood and physical state of being
- Attention
- Experience and Prior knowledge
- Learning Style

Listen and watch for Main Ideas, Key Points and Supporting Evidence.

RECORD

Select a method that will help you to note...

Main Ideas, Key Points and Supporting Evidence

Outlines are helpful but often difficult to do during a lecture. They can be very useful as an *Organizing Tool* after class. Outlines follow this pattern:

I. Main Idea

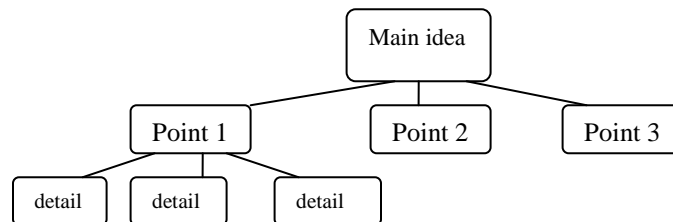
A. First Key Point

B. Second Key Point (etc)

1. First Supporting Detail

2. Second Supporting Detail (etc)

Mental Maps can help you see the connections between ideas. Ex.



Other recording methods include:

- Summarizing spoken information
- Using symbols and images to quickly understand relationships or concepts
- Using a method such as Cornell to write *Key Concepts* and their *definitions*

Review:

- Re-read your notes. Do they make sense? If not, check them against the text, with other students, or by seeing the instructor
- Imagine the **maps** you had made in your mind
- Organize the notes: Think about the **logic** of the ideas
 - What are the connections?
 - Where do two or more ideas fit together?
 - How do they fit with previous lessons?
- Turn statements into questions. Create your own practice test.
- Use what you have learned in ways that require you to see, hear, speak, and do something with the material (i.e. visual, auditory, and kinesthetic)