# Middle Georgia State University Student Success Centers

### **COCHRAN CAMPUS**

Student Success Center

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### **DUBLIN CAMPUS**

Student Success Center

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Email: stephen.svonavec@mga.edu

#### **EASTMAN CA M PUS**

Student Success Center

Room # LIB 206

Phone: 478-374-6700

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### WARNER ROBINS CAMPUS

Student Success Center

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Phone: 478-929-6770

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### MACON CAMPUS

Student Success Center

Library—2nd Floor

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# **Note Taking**

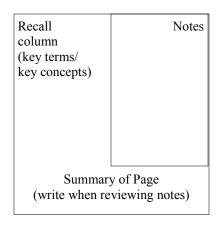
## **BEFORE LECTURE**

(Prep at home or in the library)

- Have eaten something.... stomach growling distracts.
- Be there! Physically be in lecture hall.
- Sit front and center.... Not as many distractions (aids concentration).
- Identify some "serious" students; exchange phone numbers; form a network.
- Come prepared. Have "tools" with you.
- Have read the assigned reading (see syllabus).
  - a. Preview chapter by skimming materials
  - b. Look at pictures, graphs, new vocabulary
  - c. Read study questions in back of chapter d.
  - d. Read summary of chapter

If you prep like this, you'll have to take fewer notes and will have a better understanding of the material covered in the lecture.

Sample lecture page - Cornell method



# **During Lecture**

- Pay attention to non-verbal questions.
- · Label, number, date all pages.
- Pay attention to and write down what's put on the board.
- If the instructor repeats a point, it is important and will be on a test.

- Underline main ideas.
- Triple space your notes.... Leave lots of space to fill in later.
- Write single—sided copy only!
- Write what the professor says in your own words.

# **Use the Organizational Format Your Professor is Using!**

5 organizational formats of a lecture:

- 1. <u>Listing format:</u> Ex: "5 advantages of .....are.....", actually listing 1-5.
- 2. <u>Time sequencing:</u> Before, during, after
- 3. Compare/Contrast (several methods/ ways are being introduced):
  - a. "There are 2 schools of thoughts on this...."
  - b. "The 4 theories are...."
- 4. Cause and Effect: In science and history
- 5. <u>Summary of Lecture:</u> "Thus in conclusion, etc."

### **AFTER LECTURE**

- Review your notes within the first 24 hours
  - o aids learning and memorization process
  - o should only take 15 minutes
  - o do before "attacking" homework/reading assignment
  - helps you get into the learning mode
- Review and re-read materials/ chapters
  - o see how notes and textbook tie together
- Reorganize your notes
  - o underline important concepts
  - o add headings, titles
  - o try to understand most important concepts
  - o expand and add definitions ( take info from textbook)
  - o ask study partner, group, T.A., or professor for clarification
- Recall column lists key concepts
- Recall column predicts test questions
  - Start formulating anticipated test questions:
    - ♦ Ask: Who, What, When, Why, and How?
    - If you can answer those questions, you have a good understanding of what's going on
- On bottom of each note page, summarize the main idea of page (1-2 sentences)