NOTE-TAKING vs. NOTE-MAKING
LECTURES

ENGLISH FOR ACADEMIC SUPPORT

MEMORIAL UNIVERSITY

www.mun.ca/writingcentre

Purpose of Notes

To record lecture ideas for comprehension and preparation for future assignments, projects, and examinations.

To serve as a reminder of the original course lecture.
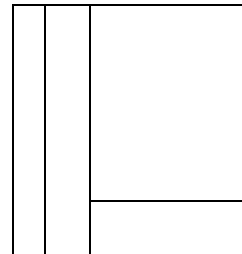
NOTE-TAKING

The first stage of understanding the lesson topic is *note-taking*.

- Write what you hear in lectures or read from printed texts.
- Possibly using the exact words from the lectures and/or printed texts.
- May include abbreviations and/or symbols used to identify, highlight or emphasize main points and/or important ideas.
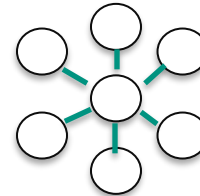- Note-taking leads to note-making.

Note-taking Methods

1. Cornell Method (2-6-2 Form Method)

2. Mapping Method

3. Outline Method

General Notes
- *Notes*
- *More notes*
  - *Additional notes*

4. Charting Method

5. Sentence Method

1. *Notes are written in sentence format on each line*
2. *Notes are numbered for each sentence*

Why is *note-taking* important?

- encourages active learning
- supports attention on details and importance
- introduces organizational skills

NOTE-MAKING

The second stage of understanding the lesson topic is *note-making* that relies on quality note taking from the original source (lecture, seminar, textbook, and/or presentation).

- Follows note-taking
- Review of notes to reorganize them for a more thorough comprehension.
- Involves reviewing, reorganizing, summarizing, synthesizing, connecting notes and presenting the information in a readable, creative way to help stick in your mind.
- May involve notes taken from other sources to create a deeper and expanded topic.
- Adding one's own critical comments is possible in this stage.
- May lead to a brand new set of notes.

Why is *note-making* important?

- Provides a more permanent record of notes.
- Demonstrates full understanding of material.
- Encourages paraphrasing of ideas.

FINAL PRODUCT

The final product of notes should include the following

- ✓ Date
- ✓ Source details
- ✓ Organized ideas with titles, headings, key ideas, support, and examples
- ✓ Any necessary drawings, diagrams, data and/or statistics
- ✓ Additional reading suggestions to further enhance the topic

Contact us

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