Studies have shown that information during lectures is the number one source of test questions--and answers--on college exams. In addition, note taking is used heavily in a work setting. There are three important steps in the note-taking process: observe, record and review.

1. OBSERVE

9 things to watch and/or listen for:

- Main points
- Key words
  - First, second, third, etc.
- Anything written on the board or in the power point
- Visuals
- Repetition
- Pauses
- Anything read directly from the book or notes
- Tone of voice/level of excitement
- Obvious clues
  - “This will be on the test.”

3. REVIEW

- ASAP but within 24 hours
- Edit notes and fill in gaps
- Fill in the key word column
- Write a summary
- Write any questions you have
- Create a visual

Why is reviewing important?
Without practice and rehearsal, information is lost. With each review, more of the material is solidified and stored in your long-term memory.

2. RECORD

The Cornell Method

<table>
<thead>
<tr>
<th>KEY WORDS COLUMN</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Steps</td>
<td>3 Steps of Note Taking</td>
</tr>
<tr>
<td>- Observe</td>
<td>- Record</td>
</tr>
<tr>
<td>- Review</td>
<td></td>
</tr>
<tr>
<td>SUMMARY</td>
<td></td>
</tr>
</tbody>
</table>

- Take notes on the right side of the paper
- Use the left-hand column during review to write key words
- Use the bottom of the page to write summaries
- Write on only one side of the paper

Flow Chart

3 STEPS OF NOTE TAKING

| Observe | Record | Review |

Outline

1. The 3 Steps of Note Taking

A. Observe
B. Record
C. Review

Key Word

Note Taking = 3 Steps

- Observe
- Record
- Review