

Middle Georgia State University Student Success Centers

COCHRAN CAMPUS

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DUBLIN CAMPUS

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EASTMAN CAMPUS

Student Success Center
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WARNER ROBINS CAMPUS

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MACON CAMPUS

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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. 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

Recall column (key terms/ key concepts)	Notes
Summary of Page (write when reviewing notes)	

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. Listing format: Ex: “5 advantages ofare.....”, actually listing 1-5.
2. Time sequencing: 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. Summary of Lecture: “Thus in conclusion, etc.”

AFTER LECTURE

- Review your notes within the first 24 hours
 - aids learning and memorization process
 - should only take 15 minutes
 - do before “attacking” homework/reading assignment
 - helps you get into the learning mode
- Review and re-read materials/ chapters
 - see how notes and textbook tie together
- Reorganize your notes
 - underline important concepts
 - add headings, titles
 - try to understand most important concepts
 - expand and add definitions (take info from textbook)
 - 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
 - ◇ Begin to recite comprehensive concepts
- On bottom of each note page, summarize the main idea of page (1-2 sentences)