Be Successful: Build Note Taking Skills

General Note Taking Tips
- Label and date your notes
- Write clearly
- Abbreviate
- Use color, pictures and diagrams
- Review your notes
Different Note Taking Formats

- Cornell Method
- Mapping
- Outline

The Cornell Method

<table>
<thead>
<tr>
<th>Food groups</th>
<th>Goals</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Proper nutrition</td>
<td>- Maintain weight</td>
<td>- Heart healthy</td>
</tr>
<tr>
<td>- Fruits and vegetables</td>
<td>- Meats and dairy products</td>
<td>- Lower cholesterol</td>
</tr>
</tbody>
</table>

Take Care of Yourself –

A. Eat Healthy
1. Food Pyramid: a guide to food groups and servings
   - Meats and dairy products
   - Breads and starches
   - Fruits and vegetables
   - Fats and oils
2. Recommended:
   - Eat more fresh produce
   - Eat whole grain products
   - Reduce processed food
3. Benefits – longer life span, higher energy level, fewer accidents, less heartburn
   - Helps to maintain weight and proper nutrition
Outline Form

I. Take Care of Yourself
A. Eat Healthier
   1) Food Pyramid: choose from the different food groups
      a. Meat: beef, pork, poultry, fish,
      b. Dairy
         i. eggs, cheese
         ii. milk, yogurt
      c. Breads/cereal/rice/pasta
      d. Fruits/vegetables
   2) Recommended Servings
      a. Eating more fresh produce
      b. Reduce processed food

B. Benefits:
   1) Longer life span - Healthy heart; lower cholesterol
   2) Higher energy levels
   3) To Ensure Proper nutrition
   4) To Maintain weight

Renton Technical College
Take Notes During Lecture

- Listen actively
- List keywords or main ideas
- Organize facts
- Record
- Abbreviate
- Attend every class

Take Notes from Readings

- Get the big picture first
- Read for meaning
- Take notes
- Check your understanding
Take Notes for Projects

- Use index cards
- Make bibliography cards
- Make a set of note cards
- Sort cards

Summary

- Label your notes
- Abbreviate
- Organize
- Review

Planets

p.2 There are 9 planets that revolve around the sun: Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto

523.1 [A]
BRI
Brian, John
A Guide to the Universe
Any town, Any town Publishing Co. 2003
43pp.