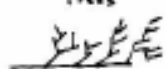


(Other Learning Aids)

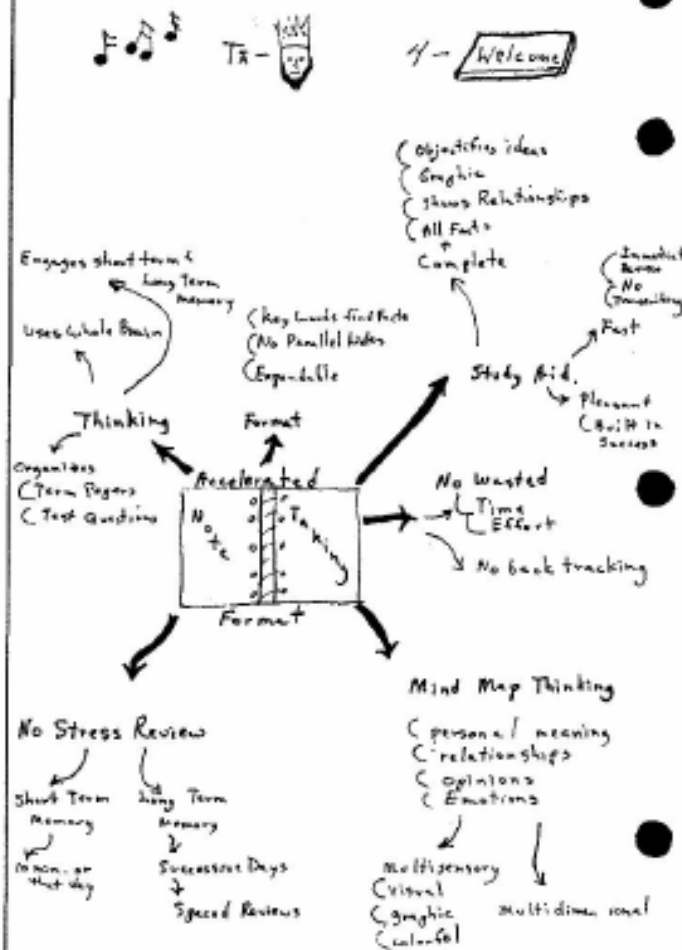
Learning Pyramids



Learning Trees



(Mind Map)



(Key Words)

(Notes)

NOTE TAKING FORMAT

Use a two page spread in your notebook to take complete and accurate notes. A two page format provides space enough for notes, key words and mind maps from a lecture to be studied at once. Also, there is enough space to elaborate your notes with text book information and lab work with instructional media — i.e., films, records, etc.; without taking separate and parallel notes.

Use this "Notes" section of the two page spread for as complete a record of the lecture as you can make. Pay attention to facts — names, dates, formulas, numerical data. Use an outline, but never shorthand or tape recordings. Shorthand and tape recordings are useless until you transcribe them — time you could better use for review.

The section to the left, the "Key Words" section, is for summary and trigger words. Just draw a line down the page with a ruler. As you begin to understand the point of the lecture, decide on personally significant words that summarize the concepts involved, and write them here. Later, when you review, you can add other word keys. These keys also help you find specific facts quickly.

The facing page is for developing a "Mind Map" — a creative and visual, relationship oriented study and thinking aid. Make the Mind Map as vivid and multi-sensory as possible to aid your recall. The Mind Map allows you to elaborate your notes and gain a graphic overview with very little additional note taking time.

The ideal time for summary and note elaboration is 10 minutes after the class, but anytime the same day is better than nothing. The next day, review your notes and add to any part. Do this quickly. Also, review your notes while waiting for your class to start. This will orient you to the right frame of mind.

Remember, using information for thinking and problem solving increases your learning, as does giving that information a personal meaning.

Summary goes here

All facts there

Save time — do it right the first time!

Key word writing & automatic review

Find facts quickly with key words

Mind Map on facing page

Quick review format

Personal Meaning & Problem Solving