



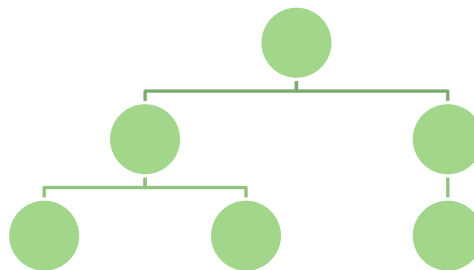
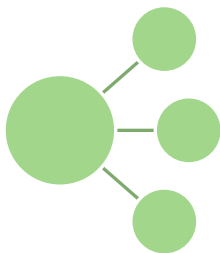
Taking clear and effective notes is an important skill for all students. Let's take a look at 3 popular note-taking systems:

## The Outlining Method

- Outlining records content as well as relationships.
  - Place major points farthest to the left.
  - Indent each more specific point to the right.
  - Levels of importance will be indicated by distance away from the major point.
- It is easy to review by turning main points into questions.
- This system can be difficult to use during a fast lecture, but can be helpful for reading a text when there is enough time to think about the organization of information.

## The Mapping Method

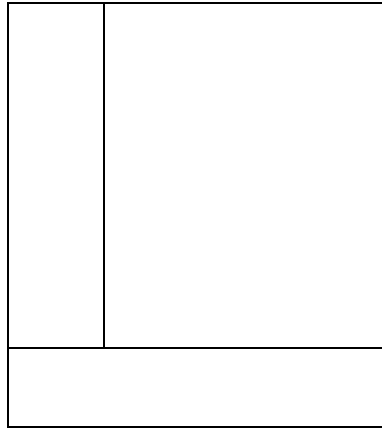
- Mapping is a notetaking form which relates each fact or idea to every other fact or idea.



- This method can be used when reading a text to graphically represent the content or during a lecture where content is well-organized.
- Mapping maximizes active participation (in class) and emphasizes critical thinking.
- It is easy to edit your notes by adding numbers, marks, and color coding.
- Find examples of different concept maps [here](#).

## The Cornell Method

- The Cornell method provides a systematic format for condensing and organizing notes without laborious recopying.
- Use only one side of your paper and draw a vertical line a few inches from the left side of the paper and a horizontal line a few inches up from the bottom of the page. [Print out a template!](#)



- Use the right side of the page to
  - put down simple notes throughout the reading or during class.
  - Before you move to a new point, skip a few lines.
- Use the left-hand margin to
  - annotate your notes indicating key terms, concepts, dates.
  - Put down question marks to indicate that you should do further investigation on this section, either on your own or by going to office hours.
- Use the bottom margin to
  - write a summary of each page of notes.
  - briefly state the relationship between that page's key concepts.
- To review, cover your notes on the right side with a card, leaving the cues (left margin) exposed. Say as much as you can of the material underneath the card. Highlight any concepts you didn't know and give them extra attention.

*Resources: [Stanford University](#).*

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LEARNING AND TEACHING

Academic Coaching

Want to meet with an Academic Coach?  
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