

Good Note Taking Leads to Less Stress for Tests



Student Success Series, No. 3

Can You Eat a Whole Elephant?

First of all:
Don't Worry
We're in this Together!
We're Going to Work Together
We've Got This!

Golden Rules:

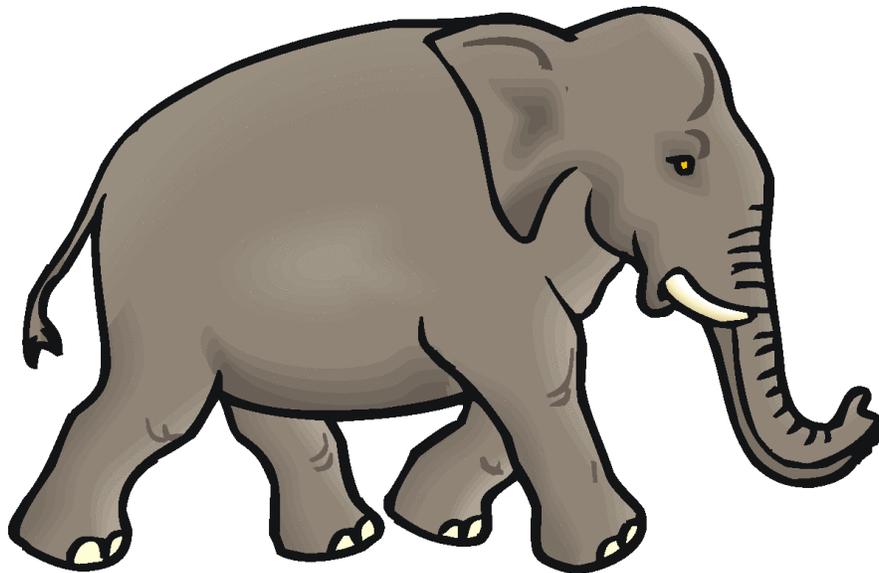
Log in to Canvas at least 5 days a week.

Check your email at least twice a day.

Check our website (northshorecollege.edu) for updates at least twice a day.

If your class has a forum or message board, check it twice a day.

Utilize the resources on our website under "Library" and under "Students/Keep Learning."



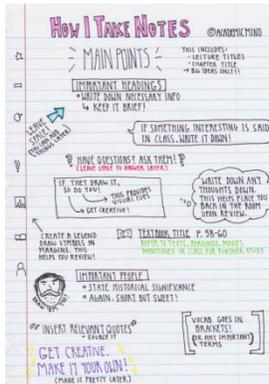
The ELEPHANT is the **4½ Weeks We Have Between Now and Exams.**

Can you eat a whole elephant in 4½ weeks?

The answer is YES: eat it ONE BITE AT A TIME!

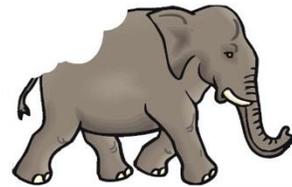
Stay Positive. Good Things Will Happen.

Success comes to the people who work hard & have a positive mind. Always focus on your goals. One day you will reach your goals, and then all the hard work will pay off.



What is the purpose of taking good notes?

- Notes help us remember.
- Notes help us understand the material better.
- Notes help us make connections about the new material and about connecting it to things we already know.



BITE 1: Take Good Notes

So you're listening to an online lecture. Here's what to do:

Don't write down everything that is said; that's impossible and counterproductive. Instead, concentrate on the **key points**.

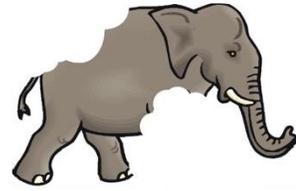
Write in words or **short phrases**. Use bullet points and numbered lists. Draw arrows to "link" material. Learn to **Abbreviate!!!**

Leave space for filling in information later, writing your own notes, creating diagrams/charts/lists, etc. Leave space in between notes, in the margins, and/or at the bottom of each page.

A diagram illustrating note-taking techniques. It features a central list of five bullet points. To the left, there are icons: a lightning bolt, a large blue arrow pointing right, and a blue cloud. To the right, there are icons: a blue star, a blue equals sign, a blue not-equals sign, and a purple square containing a question mark. Blue arrows connect these icons to the text in the list. For example, a lightning bolt points to "highlighters", a large arrow points to "shorthand system", a cloud points to "Don't panic if you miss something", a star points to "stars", an equals sign points to "equal signs", a not-equals sign points to "not equal signs", and a question mark points to "Put questions marks in boxes around things you want to ask questions about later".

- Use **underlining**, *italics*, **indentation**, **arrows**, **highlighters**, and **sticky notes**—whatever system works for you to emphasize the most important points and add some structure to your notes.
- **Draw boxes** and **circles** around important words or phrases. Add {brackets} and stars. Use equal and not equal signs.
- Use bulleted or numbered lists. Utilize check marks.
- Use **some sort of shorthand system that you will understand later**—develop this system as you become more skilled at note-taking. **Learn to abbreviate!** (see table below)
- **Don't panic if you miss something.** You can usually ask the speaker to repeat a point or ask a classmate after the lecture. Put questions marks in boxes around things you want to ask questions about later. **Create a symbol for yourself** that tells you to get further clarification on a point later.

BITE 2: Review

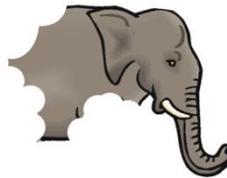


Once the event has finished:

- **As soon as possible, after the event, you should review and, where necessary, rework your notes.** Fill in any gaps, adding content and further research to your notes. Make a list of words to look up later. If your notes are handwritten, you may want to type them into a computer. **The more you interact with your notes, the more you will remember and ultimately learn.**
- **If possible share and/or compare your notes with a classmate.** Discuss your understandings and fill in any gaps together.
- **Rewrite or retype your notes.** Remember: the more time you spend with your notes, the more you will understand.

Read more at: <https://www.skillsyouneed.com/write/notes-verbal.html> (last visited 3/10/2020).

BITE 3: Summarize and Study



Learn to summarize in your own words!! Summarize in the margins or the space you left open when you were taking your notes. **You have to think about what you're reading and writing and learning in order to summarize it,** which enhances your understanding of it and thus your ability to remember it. Relate what you're learning to things you already know. When we relate learning to something we already know, we actually learn it.

In class or when studying, when something is foggy or confusing, flag it (with a sticky note or a question mark in a box, for example), and break it down later (either by yourself, in your instructor's office, with the tutor, or with a study partner or in a study group).

BITE 4: Test Yourself



Flash cards, flash cards, flash cards!!! Flash cards are such an easy way to quiz yourself. Write them out and/or use **Quizlet.com.** Quizlet is super helpful! It has online flashcards, and it makes tests and matching games from the flashcards you make!!! And you can create flash cards in PowerPoint!



Form chat groups with your fellow students and “teach” each other. Learning to explain it will help you to learn it.

Utilize your textbook and/or online resources for sample questions. Write your own questions. Practice asking and answering questions with the students in your study group.

BITE 5: Repeat



Doing these things will help, but there is still that nagging feeling, “Does this really work?” To create value in online learning, think about the fact that you remember:

- 90% of what you do
- 70% of what you say and write
- 30% of what you see
- 20% of what you hear
- 10% of what you read

Amy Ashmore, PhD, *Tips for Successful Online Learning*, PSYCHCENTRAL, <https://psychcentral.com/blog/tips-for-successful-online-learning/> (last visited 3/16/2020)

So the solution is clear: Read. Write. Rewrite. Read out loud. Tape notes and listen to them while you eat/bathe/fold clothes. **Repetition is what puts things into long-term memory.**



BITE 6: Reward!!!



Then, before you know it, you're taking a test. And, wow! You're not stressed! Because you've studied it with repetition! You know it! You've got this!!!

Remember, practice “social distancing.” That means avoid close contact with others as much as possible. Avoid being around people, and when you have to be near others, stay at least 6 feet apart. Wash your hands for at least 20 seconds with soap and water. Wash them often.

IMPORTANT: If you have questions or need anything, email successcoach@northshorecollege.edu.

Whatever you do,
Stay positive and keep your chin up.

We believe in you.
You can do it!

Table of Abbreviations

with	w/	because	b/c
before	b/4	each	ea.
definition	def.	important	imp.
necessary	nec.	example	ex.
compart	cp	contrast	ct
frequent	frq	continue	cont.
look up	l^	double check	dchk
chapter	ch.	national	nat'l
center	ctr.	management	mgmt.
Louisiana	La.	history	hist.
World War II	WWII	civilization	civ.
American	Am.	revolution	revol.
psychology	psych.	government	gov't
sociology	soc.	biology	bio.
people	ppl	economics	econ.
doctor	dr.	anatomy	anat.
January	Jan.	Monday	Mon.
February	Feb.	Tuesday	Tues.
March	Mar.	Wednesday	Wed.
April	Apr.	Thursday	Thurs.
August	Aug.	Friday	Fri.
September	Sept.	Saturday	Sat.
October	Oct.	Sunday	Sun.
November	Nov.	Spanish	Span.
December	Dec.	continue	cont.
introduction	intro.	month	mo.
business	bus.	communications	commcn's
for example	e.g.,	Registered Nurse	RN
year	yr.	Licensed Practical Nurse	LPN
et cetera	etc.	technical	tech.
apartment	apt.	community	cmty.
science	sci.	avenue	ave.
street	st.	road	rd.
part	pt.	Leads to	====>

Learn the abbreviations for the States of the United States of America.

Create your own table of abbreviations.

Creating your own abbreviations will make your life SO MUCH EASIER!

To inspire you, here are abbreviations you already know:

Miles per hour	Mph	Social Security No.	SSN
Miles per gallon	Mpg	Incorporated	Inc.
Sport Utility Vehicle	SUV	Versus	Vs.
Connect to Success	CTS	Unidentified Flying Object	UFO
Northshore Technical Community College			NTCC
Care & Development of Young Children			CDYC

Bonus

Studying with Children Underfoot...¹



For anyone who has tried to study with children around, the task is usually frustrating and sometimes impossible, depending on the age of the children. These tips, taken from the book, **On Becoming a Master Student**, are worth trying:

- Plan tasks for your children while you study: silly putty, blocks, coloring books and other toys can engage your child's interest while you study.
- Childproof a room to study and fill it with toys. Make it a place where children can roam with minimal supervision.
- Allow for interruptions. Schedule the kinds of study activities, like reviewing flash cards, that can be interrupted.
- Use television creatively, selecting videos or educational programs. Have your child use headphones so you can concentrate.
- Make studying a game by getting your children to help by holding study cards and talking to them about what you are studying.
- Ask for cooperation and reward them when they respect your study time.
- Attend to your child's needs first by spending time with them prior to studying.
- Plan study breaks with your children or reward them with time together after you finish studying.
- Develop a routine and keep to a schedule, giving rewards for keeping the schedule.
- Ask other adults to help you with childcare at times when you must study alone, or find community activities such as day care services.
- Find a playmate for your child while you study.

¹ Mayland Cmty. College, *Developing Effective Study Habits* (rev. Apr. 2002), available at <http://www2.gcc.edu/arc/docs/StudyTips1.pdf>.