

NOTE-TAKING STRATEGIES FOR COLLEGE AND USING ASSISTIVE TECHNOLOGY

OVERVIEW

Learning Challenges Encountered when Taking Notes in College

- Hard time jotting things down while listening
- Keeping up with what the lecturer is saying, so notes become incomplete
- Writing by hand or keyboarding is difficult
- How to organize thoughts and take down notes
- Determining what is important to write down

Tips for Better Note-Taking

- Prepare for class-review materials from previous class to connect concepts & topics together
- Sitting towards the front will allow for less distractions and you'll be more likely to pay attention and participate in the class
- Encourage to write vocabulary during lectures is another important aspect of of note-taking skills

Comparison Chart for Note Taking Tools

FEATURES	READ&WRITE	GLEAN	ONENOTE	SMARTPEN
Annotate	✓	✓	✓	✗
Highlighting	✓	✗	✗	✗
Typing notes then transferring to paper	✗	✓	✓	✓
Listen and process information	✗	✓	✓	✓
Writing quickly & automatically	✗	✓	✓	✓
Determining & Analyzing important lecture information	✗	✓	✓	✓

Applying the Strategies

Annotate

- Add comments in the margins or voice notes.

Highlighting

- Highlight content in different colors to keep thoughts organized.

Transfer Notes

- If you have the ability to type and handwrite-try typing notes then transferring them to paper to help with reinforcement.

Listen & Process Information

- You must listen and process information presented and differentiate the important from the less crucial lecture points then paraphrase the key topics so that it makes sense when written in notes.

Writing Quickly

- Writing quickly and automatically relates directly to the quality of notes, with faster transcription speeds enabling students to write more content and higher quality notes.

Determine and Analyze

- Work on determining and analyzing out important information and rephrasing information into a understanding concept.

JIGSAW Puzzle Method				
JIGSAW PUZZLE METHOD	READ&WRITE	GLEAN	ONENOTE	SMARTPEN
Jump to Record	✗	✓	✓	✓
Initiate Note	✗	✓	✓	✓
Grab vocabulary, content, and cues	✗	✓	✓	✓
Scan for Missing Information	✓	✓	✓	✓
Amend Notes	✓	✓	✓	✓
Write a Brief Summary	✗	✓	✓	✓

JIGSAW Puzzle Method

J-JUMP to Record-Touch the Record button on device or notebook

I-INITIATE-Write name, date, and topic of the notes on top of the page

G-GRAB-Collect vocabulary, content, and lecture cues. Star important lecture points to remind you that these are essential

S-SCAN-Review notes for missing information or gaps

A-AMEND-Provide annotations and fill in missing information. Pay attention to sections when amending notes

W-WRITE-Create a summary which allows you to reorganize and synthesize information presented in the lecture