5 Styles of Note-Taking

Standard

Standard or Traditional notes are the most basic style for students who wish to use a more written and linear approach to their notes. The notes are organized with a series of indents and headings. Each new level of detail has its own subheading and indent.

- Name, Date & Class neatly in top right corner
- Title neat, appropriate & underlined with a ruler!
- Each set of indents is kept at a uniform indent – if you go to the end of the line return to the same indent.

Mindmap

Mindmap note-taking is a more contemporary style for students who wish to use a more visual approach to their notes. The notes must be organized with a series of branches and key words or phrases. Each subtopic has its own colour.

- Name, Date & Class neatly in any corner
- Meaningful visual representing the main idea in the middle
- Each subtopic has its own colour
- Done in landscape style
- Lots of detail and branches off branches
- Use simple phrases and visuals

Memory-Key

Memory-Key notes are a mixed style for students who wish to combine a written and visual approach to their notes. The notes must be set-up with three columns and headings. This style is excellent for important notes that need to be remembered.

- Name, Date & Class neatly in right corner
- Proper headings on every page (Key Visual – Words – Ideas)
- Draw visuals which are representativ e in your brain to the concept
- Use key words that summarizes the main idea of the note

Cornell

Cornell notes are a written style for students who want to use a written approach and be able to quiz themselves at a later point using these notes. The notes are set-up with two columns and a summary at the bottom. The right column can be covered for studying.

- Proper Titles and headings underlined
- Key points numbered or bulleted in the right column which is ¾ of the page
- Questions on the key ideas that you think might be tested – should correspond by number or location to the answers on the right

Page summary of most critical points at the bottom of every page
Concept map notes are one of the most complex styles of notes, but are also very valuable to those who wish to explore and show the relationships between components of large concepts. The notes appear quite visual but use phrases to link ideas to each other. Concept maps can be used while listening or reading a topic, to review, or to demonstrate deep knowledge of a concept.

**Linking Words & Phrases**
These are examples of words and phrases that are commonly used as links in Concept Maps. There are MANY other words and phrases that could be used...

- is caused by
- shows
- can impact
- is an example of
- example is
- can effect
- leads to
- may lead to
- includes
- requires
- has challenge of
- involves
- implies
- will ensure
- defined as
- similar to
- different from
- relies on
- prevented by
- allows for
- part of
- two types
- needs
- comes from
- introduced by
- demonstrates
- precedent of
- supports
- occurs when

**How to...**
1. Start by brainstorming all the major parts of the concept you want to use. You could do this on a rough sheet, a whiteboard or on post-it notes to move around.
2. Consider how the map will be designed effectively.
3. Start with the central concept on an edge (or in the middle) and attach the next most important parts of the concept with major linking words and phrases.
4. Continue from most important parts of concept to least important using links.
5. Often the ending idea is an example.
6. Consider cross links between common ideas, parts, or examples on the concept map. Links can be dotted lines for clarity. Colour can be used to clarify as well.
7. Although visuals are not as important on concept maps as they are on mindmaps, they can be employed especially when used to better explain an idea.

**Performance Levels**

<table>
<thead>
<tr>
<th>Concepts</th>
<th>Redo</th>
<th>MCM</th>
<th>ACM</th>
<th>CMA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insufficient number of concepts selected relating to topic</td>
<td></td>
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<tr>
<td>Arrangement of concepts illustrates an understanding of conceptual relationships</td>
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<tr>
<td>Hierarchical Structure</td>
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<tr>
<td>Concepts are displayed in a linear sequence, little or no sense of hierarchical structures</td>
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<tr>
<td>Linkages</td>
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<tr>
<td>Some basic relationships indicated by connected lines</td>
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<tr>
<td>Linking words are simple and repetitive</td>
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<tr>
<td>Cross Links</td>
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<tr>
<td>Cross links not used</td>
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<tr>
<td>Few cross links are used to illustrate minimal connections</td>
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<tr>
<td>More relationships indicated by connected line and accurately labeled with appropriate linking words</td>
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<tr>
<td>Linking words are expressive and purposeful</td>
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<tr>
<td>Cross links show complex relationships between two or more distinct segments of the concept map</td>
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</tbody>
</table>