



LASSO CENTER

NOTE-TAKING TEMPLATES



CORNELL NOTES



Topic: _____

Class: _____

Name: _____

Date: _____

Questions/Main Ideas

Notes

Summary



CONCEPT MAPPING

INTRODUCTION TO METHOD

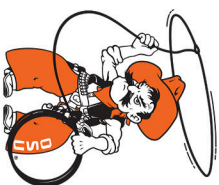
Useful method when a concept can be broken down into specific pieces. Useful for taking notes in classes in need of a graphic and/or visual structure. Great for students who love to draw!

HOW TO MAKE A CONCEPT MAP!

1. Begin with the main idea/topic in the center of the page.
2. Draw branches from the main idea to a related topic bubbles.
From the topic bubble, draw branches to related subtopic bubbles.
3. bubbles.
4. See back of handout for a template!

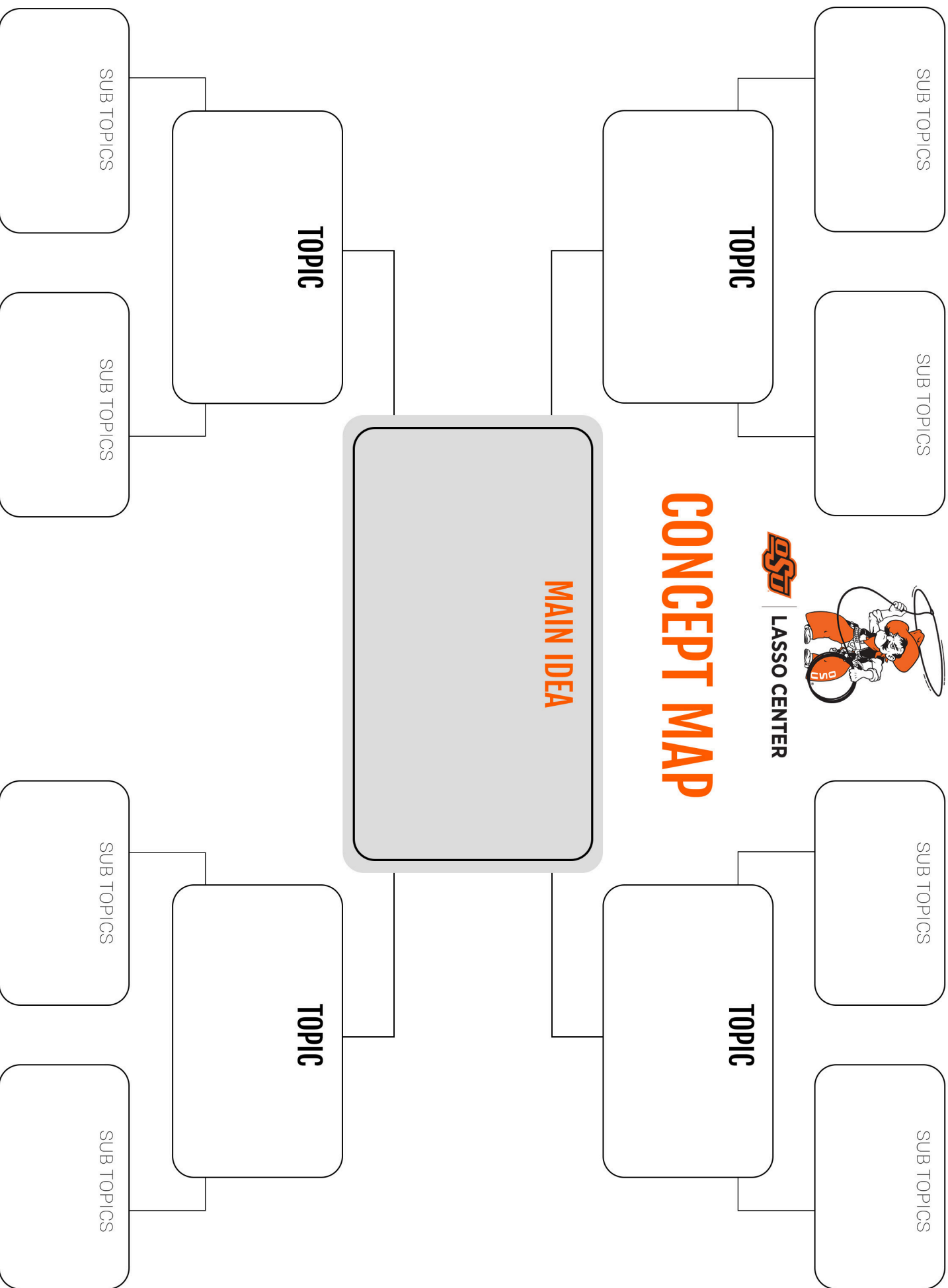
TIPS

- You can use highlighters and pens to color code topics and ideas.
- Experiment with page layouts (i.e. move the main idea around on the page).
- Don't be afraid to combine concept mapping with other note taking methods!



CSU | LASO CENTER

CONCEPT MAP





OUTLINE METHOD

INTRODUCTION TO METHOD

Outlining is one of the most common and natural note-taking methods used in traditional lecture sections.

METHOD

A classic outline uses a system of little creativity with this note-taking capital and lowercase letters and system. numbers to indicate the relative importance of different ideas. Dashes When to use or bullet points may also be used to convey your notes in the outline. The way you create your outline is your decision. Indenting your information under the main idea can help with understanding your written information better. (See back for example.)

WHEN TO USE

The outline format can be used if the lecture is presented in a structured way. This note-taking system can be most helpful for more traditional courses. Where there is a less structured lecture, the outline method can be beneficial, but difficult to initially construct.

ADVANTAGES

- The outline method is efficient for well-structured lectures.
- Outlines help organize information presented in both written and spoken forms.
- Outlining is a basic form of note-taking.
- Outlines can be easily transferred to various study review formats.

CHALLENGES

- Outlining can be difficult at times.
- Less beneficial subjects for outlines include:
 - Mathematics hands-on classes
 - General labs
- Outlines may not capture all connections to a subject.
- Limited creativity with this note-taking system.

OUTLINING METHOD EXAMPLE

Main Idea

- Subtopic
 - Subtopic
 - Supporting fact
 - Subtopic
 - Supporting facts
 - Detail
 - Supporting facts
 - Detail
 - Supporting facts
 - Detail
 - Subtopic
 - Supporting fact
 - Detail
 - Example
 - Supporting fact
 - Detail
 - Example
-

REAL-LIFE EXAMPLE

Culture

- Definition of society
- Learned
 - Process called “socialization”
- Operates on different levels
 - Micro level →
 - Everyday actions ↔ individuals
 - Meso level
 - Norms in an organization
 - Macro level →
 - Beliefs/practices ↔ very large groups
- Consensus/Conflict
 - Consensus
 - Common ground →
 - Connecting person ↔ person
 - Conflict
 - Differences
 - Tension/clashes

NOTES

DATE

/ /

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.[illegible]

[illegible]

A cartoon illustration of a cowboy with a large mustache, wearing an orange hat and vest. He is holding a lasso in his right hand and a spool of DSW thread in his left hand. The spool is orange with 'DSW' written on it.

