



Charting Method of Note Taking

A method of note taking that can enhance your success....

If the format is distinct (such as chronological), you may set your paper by drawing columns and labeling appropriate headings in a table.

METHOD: Determine the categories to be covered by the lecture. Set up your paper in advance by columns, headed by categories. As you listen to the lecture, record information (words, phrases, main ideas, etc.) into the appropriate category.

<u>PERIOD</u>	<u>IMPORTANT PEOPLE</u>	<u>EVENTS</u>	<u>SIGNIFIGANCE</u>
1941-45	FDR	WWII	U.S.A. Involvement

ADVANTAGES:

1. Helps you track conversation and dialogues where you would normally be confused and lost out on relevant content.
2. Reduces amount of writing necessary.
3. Provides easy review mechanism for both memorization of facts and study of comparisons and relationships.

DISADVANTAGES:

1. Few disadvantages except learning how to use the system and locate appropriate categories.
2. You must be able to understand what's happening in the lecture.

WHEN TO USE: Use when test will focus on both facts and relationships, when content is heavy and presented fast. Use also when you want to reduce the amount of time you want to spend editing and reviewing at test time. This is best method to use when you want to get an overview of whole course on one big paper sequence.

That is what learning is. You suddenly understand something you've understood all your life, but in a new way.
-- Doris Lessing