Reading & Note-taking
Strategies for success

THE OHIO STATE UNIVERSITY
OFFICE OF DIVERSITY AND INCLUSION

Reading and note-taking strategies are essential for each college course. Review and practice common techniques to find which strategies work best for you. Combine strategies to better organize course materials, target your needs as a learner, and more effectively utilize study time.

10 Reading Tips

1. Read assigned materials before class so that you know what will be covered.
2. Find a place to read away from unwanted noise or distractions.
3. Take breaks, reading in short blocks of time.
4. Set goals for your reading period. For example, read 15 pages or read for 20 minutes, then take a break.
5. If you have trouble staying awake or concentrating, stretch, take a walk, get a snack, and then go back to reading
6. Read during the day when you are more alert. Natural light is also better for studying.
7. If you have questions, write them down in the margin of the textbook or in your lecture notebook.
8. Pay attention to the first and last sentence of each paragraph and the words that are bold or italicized
9. Use a dictionary of the book glossary to look up words you do not know.
10. Take the time to read reread material you do not understand.

The **SQ3R** *Method* was designed by an Ohio State University psychologist to help students read faster and study more effectively.

SURVEY by reading all chapter headings, read the summary at the end of the chapter.

Turn each heading into a **QUESTION**. Write them down.

READ each section of the chapter actively searching for the answer to your question.

Look away from the book and **RECITE** the answer to your question in your own words.

REVIEW all questions and answers from each section.

Marking Your Text

Marking the text is an active reading strategy to help you focus and concentrate on the material. Marking includes highlighting and underlining texts or writing notes/questions in the margins.

- Read a section of the text in its entirety to grasp the overall concept.
- Go back through the section to mark the main ideas. Avoid marking irrelevant information, which will distract you from what is important.

Marking is most effective if you plan to revisit the text later to quickly identify main ideas for writing assignments or to study for exams. This strategy can be time-consuming. Consider whether other strategies would be more useful to accomplish your study goals such as making note-cards or outlining the chapter.

MAPPING

Mapping is a note-taking technique which creates a visual representation of lecture material. When the lecture is heavy with content, Mapping provides organization and structure, connecting main ideas with secondary and supporting ideas. Mapping is a useful technique for both visual and read/write learners. This technique can also be utilized when previewing and reviewing texts or taking notes for class.
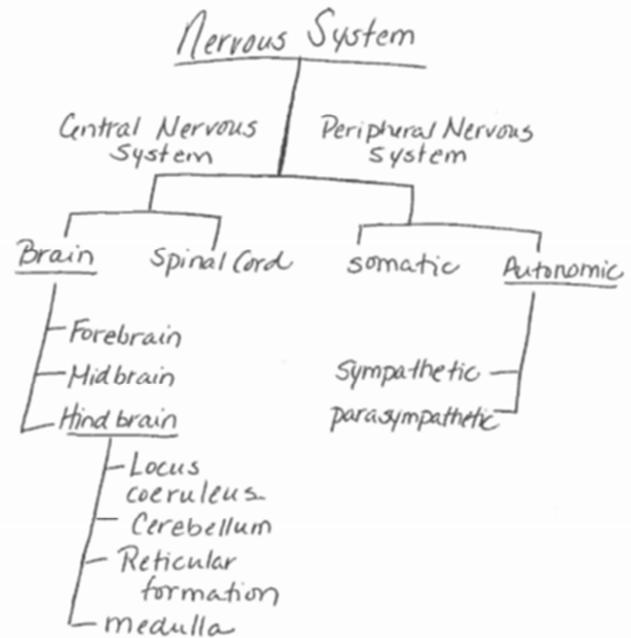
Charting works well for courses in which a large amount of content is presented in a chronological format or very organized manner. Charts can be created during lecture or while reading to document and organize main ideas. They are especially helpful for exam review and memorization of key concepts.

8 Ways to Abbreviate Notes

1. Use symbols and graphics
2. Use well known abbreviations
3. Use only the first syllable of the word
4. Use the first syllable and the first letter of the second syllable in a word.
5. Eliminate the final letters in a word. Just use enough to recognize the abbreviation.
6. Omit vowels from the middle of the word
7. Use apostrophes
8. Form a plural word by adding "s" to the end of the abbreviation.

For additional study skills resources, visit the ODI Tutoring Program website at http://go.osu.edu/odi-tutor.

The Cornell Method of Note-taking

An efficient note-taking system designed to organize notes for easy recall and review.

	Top Margin
Recall Column	**Note-taking Column**
	Summary

Top Margin: Write the course subject, lecture date, and a title at the top of the page.

Recall Column: To create your recall column, draw a line 2 ½ inches from the left side of the paper. During lecture, reduce the instructor's lecture into concise statements, summaries and ideas. Write these concise statements, summaries and ideas in the Recall Column. Use the Recall Column as a quick reference when reviewing notes later.

Note-taking Column: Use the right-hand side of the paper to take notes. Notes should be legible and meaningful. Skip lines at the end of an idea or thought to show a transition in subject matter or concepts. Use abbreviations and telegraphic writing to save time. Number the note pages.

Summary: After lecture, write a summary of the main ideas in your own words.

Actively Review Notes: Test your knowledge using the Recall Column. Turn statements, summaries, and ideas into potential test questions. As you review, underline or highlight main ideas. Questions? Review notes with a friend, email the instructor or attend office hours.

◯	*Psych 1100* *Chapt 3: Biological Aspects of Psych* *7/19/2015*
Definition of nrn.	*Neurons: highly specialized cells which receive/transmit info throughout body*
3 types of nrns/functions	*3 types of important nrns.*
	1. Sensory: Convey info about environment
	2. Motor: Convey info to muscles and glands
	3. Interneurons: Convey info b/w nrns
Nrn's chracteristics &	*The nrn is the basic unit of comm and has 3 basic components*
components	*1. cell body: powerhouse of the nrn and contains the nucleus*
	2. dendrites: collect info and receive inputs frm neighboring nrns.
◯	*3. axon: the cell's output structure; there's only one axon per cell.*

Gardner and Jewler (2005). Your College Experience: Strategies for Success (YCE), Media Edition, 6th Edition; Holkeboer, R. (1993). *Right From the Start: Managing your way to college success.*Wadsworth Publishing Company, Belmont, CA; Pauk, W. (1993). How to Study in College. Houghton Mifflin Company, Boston, MA