Note-Taking Strategies

There are several different note-taking methods that can provide structure and organization.

1. Cornell
2. Three Column
3. Two Column
4. Outline

Cornell

- Note-taking area for lecture notes
- Cue column for key words, questions, page numbers, etc.
- Summary area for a 3-5 sentence summary of the lecture and/or reading assignment

Three Column

- Great for science and math classes to demonstrate a concept, definition/explanation, and example problems
Two Column

- Larger column for general lecture notes
- Right margin for questions, problems, and/or examples

Outline

Body Language and Oral Presentations

Traditional Format

I. BODY LANGUAGE (conveys your state of mind)
   A. Movement
      1. Strive for natural movement.
      2. Control distracting movements (pacing, gesturing).
      3. Develop natural style.
      4. Move slowly to stress points.
      5. Step back and focus attention on screen.
      6. Hold objects so audience can see them.
      7. Avoid rapid movement.
   B. Facial Expressions
      1. Smile.
      2. Appear relaxed and friendly.
   C. Gestures
      1. Use natural gestures to emphasize what you're saying.
      2. Integrate and coordinate gestures with text.
      3. Examples:
         (a) Number of fingers = number desired.
         (b) Sizes, shapes – tall, short.
      4. Use gestures to help pace yourself.
      5. Use gestures based on audience size.
   D. Posture
      1. Practice good posture.
      2. Don't prop up against wall or door.
      3. Don't sit unless it's part of presentation.