

Note Taking Strategies

Charting Method

| Dates | War | Countries | Leaders |
|-----------|------------|--|--------------------------------------|
| 1939-1945 | WWII | Germany Japan Great Britain Russia USA France Poland And More | Hitler Stalin FDR Churchill |
| 1950-1953 | Korean War | Korea USA China | Truman Kim IL-Sung |

Method: Based on the info being read or presented, decide on a set of categories. Draw a table in your notebook or insert one in a document before you start class or reading. As you listen to a lecture or read, add info to the appropriate areas of your table (words, phrases, main ideas, etc.).

Advantages: It helps you track information in an easily organized format while also categorizing the information. It can reduce the amount of writing necessary for note taking. The format of a table also provides you with an easy to use review mechanism for memorizing facts, making comparisons, and finding relationships between ideas.

Disadvantages: Deciding on the appropriate categories can cause an issue if you're unsure about the coming information. If done in a notebook and writing by hand, space may be an issue if you don't make your tables large enough or there's more information than you were anticipating.

When to Use: When assessments will focus on both facts and relationships. Content is heavy and presented fast. You want to reduce the amount of time it might take you to organize your notes later.¹



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¹ "Common Note-Taking Methods." *Common Note-Taking Methods* | University of Tennessee at Chattanooga, www.utc.edu/enrollment-management-and-student-affairs/center-for-academic-support-and-advisement/tips-for-academic-success/note-taking#charting. Accessed 19 Sept. 2024.