

Taking notes using multiple representations

Steps	Sample formatting		
<p>Housekeeping</p> <ol style="list-style-type: none"> 1. Consider taking notes in landscape orientation. 2. Write out header at top outer corner of page (away from spine). 3. (Ideally), copy header content to table of contents. 4. Write out column headers. <p>Note-taking</p> <ol style="list-style-type: none"> 5. As content is presented, fill in the appropriate column. Try to keep content organized in rows (e.g. it <i>would be nice</i> if a picture near the top of the page were accompanied by associated words and equations in the same or nearby rows). If a concept is presented in only one or two representations, leave blank space in the appropriate columns. Leave a lot of white space around everything for further annotations. <p>Digestion</p> <ol style="list-style-type: none"> 6. If notes were obtained from a class lecture, rather than from reading at leisure, content might have been presented too quickly for deep understanding (this is normal). It is important to carefully read through lecture notes soon after lecture (immediately if possible) <ol style="list-style-type: none"> a. To try to fill in any missing representations (put stars or other attention-grabbing symbols near items you are unsure about) b. To try to figure out any content you have questions about (put stars or other attention-grabbing symbols near items you are unsure about) <p>Working with resources to fill-in gaps and assess quality of notes</p> <ol style="list-style-type: none"> 7. Try to address items that you had difficulty digesting and try to assess whether your note-taking was reasonably complete by using a combination of the following strategies: <ol style="list-style-type: none"> a. Consult a textbook (if possible, find a textbook like Etkina <i>et al. College Physics</i>, which uses a 3-column pictorial summary format like the one in which notes were taken). b. Talk through ideas with classmates. c. Bring marked questions to instructors' office hours. d. Consult online handouts like those at http://davidliao.com/handouts.php. 	<p style="text-align: right;">Pg. # YYYY-MM-DD</p> <p style="text-align: center;">Space for topic name/title</p>		
	<p>Words</p> <p>(Insert vocabulary and text here)</p>	<p>Pictures</p> <p>(Insert sketches of scenarios, graphs, bar charts, free-body diagrams, etc. here)</p>	<p>Symbolic math</p> <p>(Insert equations, inequalities, algebraic symbols, etc. here)</p>