UK 101: REWORKING YOUR NOTES & ASSIGNED READINGS
(Approximately 40-45 minutes)

Materials: Dollar bill; several copies of reworked PPT notes (page 4) to show students example of reworked notes; and your own textbook or book with annotated notes to show students an example of what a “reworked reading” looks like.

I. (1 min.) SO WHAT, WHO CARES? Ask: Why should you care about taking effective notes and reworking them and reworking assigned readings?

II. (4 min.) Tips for Taking Effective Notes

- Take notes by hand: Research study found that you learn more by writing longhand than typing notes on a laptop. (Research reported in an article titled “The Pen Is Mightier than the Keyboard: Advantages of Longhand Over Laptop Note-Taking”* found that when students took notes on a laptop, they scored lower on conceptual tests than students who took longhand notes. Students using laptops took more verbatim notes mindlessly rather than deciding what to write down.)

- If you have a PPT handout, remember that the PPT is an outline of just the main ideas; it doesn’t substitute for class notes!
  - IF you have access to PPT handout before class, print 3 slides per page so you have room to take notes in “notes section column” to right of slides. (Show example handout in this lesson plan.)
  - Big mistake to not take notes just because you have PPT slides.
  - If you have access to PPT slides at a later time, take notes during class.
  - If the instructor doesn’t use PPT slides, take handwritten notes.


III. (25 min.) Reviewing and Reworking Notes

- What students do after they take notes determines the difference between good students and mediocre students.

- Review and rework notes within 24 hours! Research has shown that if you don’t review within 24 hours, you will lose 70%
of what you heard during class. If you wait two weeks, you’ll lose 90%. (From Your College Experience, Gardner and Jewler, 2001) It only takes a few minutes within 24 hours to read over notes.

- Why is reviewing your notes helpful for learning?
  - Reinforces what you learned during class.
  - Review allows time to edit and fill in missing information or gaps.
  - If you don’t understand something, you have time to get help. It is important that you understand the material, rather than just memorize it.
  - Reviewing also allows you to identify important points and highlight them.
  - You will have a jump start on studying for exams. You will not be trying to re-learn before an exam, you’ll be reviewing what you have already learned!
  - Can self-test by reviewing notes.

- How to Rework Notes (Distribute handout of PPT Notes.)
  - This is when you can have fun using your colored highlighters by highlighting important themes. Write main points, formulas, or equations in the margins of your notes.
  - PPT Notes- Look at example of reworked PPT notes. Once you have access to the slides, print them and review both notes and slides. For a very strong review, pull important points from your notes and rewrite them next to the slides. (Show example on page 4.)
  - Flash Cards- For some classes, making flash cards that highlight important points in your notes such as equations or vocabulary is useful. To do this, many students use:
    - Quizlet App
    - StudyBlue App
  - Consider Reciting Notes Out Loud as You Rework. The more senses you use, the better!

- Mini-exercise for demonstrating importance of reviewing and reworking information/notes
  - Briefly hold up a one-dollar bill.
  - Ask students to draw picture of $1 bill without looking at one.
  - After about 1 minute, pull out dollar bill and ask students what they remembered to include—and didn’t.
  - Even though students have used and seen dollar bills hundreds of times, they didn’t remember everything
because they didn’t “review and rework” their knowledge of the dollar bill.
   o The same is true for our notes. Without reviewing and reworking them, we don’t know as much as we think we do.

- **Compare Notes Exercise**
  o Ask students to compare drawing with the drawings of two classmates. They should add any new details to their drawings.
  o Ask how many of them gained at least one new detail through comparing. (Most of the students should raise their hands.)
  o Demonstrates how comparing notes can be beneficial. A classmate may catch information that the student didn’t.

**IV. (10 min.) Assigned Readings**

- **Check Canvas and your syllabus** for reading assignments.

- **Set a time goal for your reading** (i.e., how long will you read). Set a goal of about 20 minutes for complex readings and 30-40 minutes for less challenging readings.

- If you have numerous reading assignments, important to **take short breaks**.

- To increase comprehension of your reading, **annotate** (take notes in margins of text or article). Write important points in your own words (unless a formula, etc.)

- **E-books** - Post-it notes are a standard application on most computers that allows you to take notes; Evernote is a free app that allows you to take notes and organize documents.

- **Distribute several copies of example reworked reading** to students and ask them to pass copies around class.

**V. Homework Assignment**

Using the tips discussed in class, review and rework a day’s class notes from one of your courses.
Louis Pasteur (1861)

1. Boil
2. Cool
3. No growth

Process led to "Pasteurization"

Problem that led to this work:
Wine was becoming acidic instead of alcoholic

How does fermentation work? Pasteur

(1) Fermentation comes from microbe
(2) No fermentation occurs if you seal it
(3) Bacteria makes the wine acidic
(4) Yeast ferments the wine to make it alcoholic

After wine → What causes disease in animals and people?
- Saved farmers' cattle in his time and highly revered
Example Reworked Notes, Bullet Style

UK101 (class), xx/xx/xx (date)

Note-Taking: Cornell Method (class topic)

- Purpose of Note-Taking
  - Lectures present test questions
  - Benefits = (1) save time studying, (2) improve grades

  - Cornell Method
    - recall column = left side of page (drawn line 2-3 in. from margin)
    - recall column: write main ideas/concepts
    - notes column = right side of page (write details about main ideas)

- Note-Taking Strategies
  - front row seat in class = minimal distractions

- What To Write
  - Listen for main ideas and themes.
  - Listen for word clues. Example: “This will be on the exam!”
  - Listen for repetition. Repeat = more likely to be on exam
  - instructor’s interest level indicates key points
    - Ex. what he/she writes on the board
    - Ex. what he/she includes in PowerPoints and handouts
    - Ex. what example problems/scenarios he/she uses

  - Write important ideas. Use Cornell Method.

  best for studying directly from notes

- Ask professor for help.

- Instructors’ notes help them remember what to say in class. Always write
  your own notes. WRITING NOTES HELPS YOU LEARN!
  
- After Taking Notes
  - REVIEW NOTES WITHIN 24 HOURS

- ZZZ ... Ask a classmate to help you fill in what you missed.

- Compare notes w/ classmate
- Rework notes—review with Cornell Method
- Fill in missing information
- Cover recall side—quiz yourself on main ideas w/ notes