

# NOTETAKING AT NECI

If you are a resident student, you will need **3 types** of notebooks:

## 1) For production classes: small spiral bound pocket notebooks for the production lab.

- Start by getting at least 6 of these. You may need more.
- These are part of your brigade. They fit in your jacket pocket and will go with you to all production classes and labs.
- They are for jotting down words, phrases, short notes or recipes, vocabulary or questions to look up later.
  1. These small notebooks also can be used for production notes: directions from your chef, lists of ingredients
- Start a new page each day and date it.
- **Every day** after class take these notes and “digest” them into your larger class notebook. It is important to do this **EVERY DAY**.



## 2) Lecture notebooks for your classroom time, with holes to fit in a 3-ring binder.

- You should have one for each class (Cooking Theory, Information Technology, Meat Fab, Baking 1, etc.)
- Make sure the notebook has **pockets** for handouts you get in class from your instructor.
- Some students prefer small binders to spiral notebooks.

## 3) One large 3-ring binder.

- This will be your master storage organizer for all your work, but will not be carried around on a daily basis.



Also recommended: 3-hole punch, stapler, assignment/appointment book, highlighters, tabbed dividers, pocket keepers for hand-outs.

## OTHER NOTETAKING TIPS

### PREPARE

- Read any assigned work before class. This is mental mise en place!

### RECORD

- Use a 2 column format for notetaking in class. Check out this power point presentation from George Mason University in Virginia on how to use a 2 column notetaking format, also called the Cornell notetaking system:

<http://classweb.gmu.edu/llmiller/AOCS/LECTURENotetaking.ppt>



- Some students prefer to take notes on their laptop. You can use the same Cornell method on your laptop, setting up a two column table template.
- There also is good notetaking software. Check out this program from Microsoft—OneNote. It comes as part of the Microsoft Office Suite 2007.

<http://office.microsoft.com/en-us/onenote/HA101672671033.aspx>

### **WHILE RECORDING**

- Date each lecture.
- Write legibly.
- Use abbreviations and shorthand, not complete sentences.
- Use drawings and other visuals where possible.
- Go over your notes for 5 minutes after class to fill in gaps you may not recall later.

### **REVISE & REVIEW**

- Within 6-24 hours of class (and definitely before the next class), revise your notes by:
  - Pulling out main ideas
  - Highlighting important points
  - Comparing notes with at least one other student (or come to Study Sessions to do this with a PEER TUTOR)
  - Asking questions---questions you have for the chef/instructor, questions you anticipate on tests/quizzes. Write these down.
    - If you are really confused by the material, start by making lists of what you DO understand.
  - Summarizing or paraphrasing the information
  - Quizzing yourself

### **REVISING AND REVIEWING IS THE MOST IMPORTANT STEP!**

### **QUESTIONS?**

**Contact Jackie Burke (802.595.9367; [jackie.burke@neci.edu](mailto:jackie.burke@neci.edu)), or**

**Gale Rome (802.225.3327; [gale.rome@neci.edu](mailto:gale.rome@neci.edu) ).**

**Or stop by one of the Learning Centers—7 School Street (Gale Rome) or the lower level of Alumni Hall (Jackie Burke).**