SENTENCE NOTE TAKING



The essence of this method is to put every new fact/idea/thought on a separate line. You can either use a blank sheet of paper or your notebook to make notes, or you can just print out the table below and use it.

Example:

- 1. Each sentence should be numbered.
- 2. One advantages is that it is a well-structured format that can record large amount of information.
- 3. Another good thing is that you need no particular preparation to make these notes: just a pen and a paper.
- 4. One disadvantage is that it can be difficult to highlight minor/major points. It's also complicated to edit the data unless you rewrite and cluster related points.
- 5. This method is effective when you have plenty of information to cover but are still unsure how the topics/ideas all fit together.
- 6. You can use this method when a lecture follows a certain pattern or is broken into topics and subtopics with a ton of content.

#	Point/Idea/Fact