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**