Dear Murphy Institute Students,

When it comes to exams, papers, and understanding class content, the notes you take are essential. However, sometimes we write too many notes or we write notes that are too disorganized and soon forgotten. In a previous tip [found on our blog], we offered a few quick suggestions on note taking – today, we suggest you try out a method:

**Note Taking Method: Concept Maps**

Many of you may already be familiar with “concept maps” as a good visual technique to organize ideas – but creating a concept map during a lecture can be an effective way to take notes!

**Step 1** - Put in the middle of the page, a **main topic** that will be covered in the class and **circle it**: (Urban Policymaking) or (Bilingual Instruction)

**Step 2** - When you hear sub-topics & details, draw “branches” or **lines from the circle**: (Urban Policymaking)—Ineffective laws (Bilingual Instruction)—Using L1 to help L2

**Step 3** - When you hear different topics that do not seem to connect, put them in their own circles: (Urban Technology) (NYC Public School History)

**Step 4** - Use **arrows to connect ideas** and show how different points are related

**Step 5** - After class, **summarize in a paragraph what you drew** on the concept map:

You can remember notes better when you have paraphrased or summarized them.

**Remember!** Keep the notes brief (single words, phrases, abbreviations) & only note information you cannot find on your own

For more information and a visual example, check here: College Success (umn.edu)

As always: Remind yourselves what you have accomplished, and Best of Luck!

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**Sign Up for a One-On-One Tutoring Session**

1. Visit https://murphy.mywconline.net/
2. Register for an account
3. Log in and select the “Murphy Queens Writing Center” calendar.
4. Choose any of the available white rectangles.
5. Fill out the form with your assignment info.

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If you have questions or want to put this into practice, feel free to contact me! 😊