

Charting note taking method

How?	Advantages:	Disadvantages:	When to use it?
Set up your paper in columns and label appropriate headings.	Helps pull out most relevant information.	Can be hard system to use during a lecture.	If you'll be tested on facts and relationships.
Headings could categories covered in the lecture.	Reduces amount of writing.	Not a lot of room to write.	If content is heavy and presented quickly.
Insert information (words, phrases, main ideas, etc.) into appropriate category.	Provides easy review for memorising facts and studying comparisons and relationships.	Need to know the content that will be covered beforehand.	If you want to get an overview of the whole lecture on one sheet of paper.

Sourced from Learning Hub <https://www.learninghub.ac.nz/study-skills/readings/note-taking/>