

APSU Writing Center
Charting Note-Taking Method

Charting Note-Taking Method

- Uses charts with rows and columns to organize information.
- Helps map out factual details, statistics, or any content that can be grouped into categories.
- Makes it easy to compare topics side-by-side.
- Works especially well for subjects with lots of data, timelines, or relationships between ideas.

How to use the 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 cover 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 memorizing 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.



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References

Opinaldo, N. (2022, January 20). *Charting method: Definition and benefits with examples*. GitMind.

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The University of Auckland. (n.d.). *Note taking methods*. Learning Hub.

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

NAME:

COURSE:

DATE:

MAIN TOPIC:

Method	Description	Application	Pros	Cons

NAME:

COURSE:

DATE:

MAIN TOPIC:

Method	Benefits	Drawbacks	Opinions