Skeleton Notes
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Let's face it - note-taking is rarely done efficiently!

Why?
Because, most of the time, students are just trying to copy down the lecture as fast as they can - not focusing on organization or legibility that would be useful later.

And if you give them a picture or figure to copy down? Well...good luck to all involved.

The note-taking can hurt the quality of the lecture, as well - if students are so focused on writing down everything the instructor says, and everything on the board, many of them will likely be so focused on taking notes that they'll miss bigger connections you're trying to make, or nuance you're providing.

There are several solutions to this problem - some good, some bad - but I have a personal favorite: skeleton notes!
You might know them by a different term, like ‘notes with gaps’ - essentially, mostly blank handouts that students can fill with either notes from the lecture or solutions to in-class problems.

I’ve always like the term ‘skeleton notes’ - students are given the bare bones and are tasked with putting the meat on them!

So now, students take notes in a structure you have designed for them. Sentences or paragraphs to format the pages that students fill in with details, derivations, and key points in-between.

Students can also better focus on class instead of note-taking. Example problems? They already have the details. Complex diagrams? Already on the page, and students can focus on your discussion instead of copying the picture.

Yes, it's more work for you as an instructor, and can be time-consuming the first time setting them up. And if you plan on printing the notes for your students, that's a lot of paper!

In its simplest form, take your lecture notes, remove important details to create gaps, and give those gap pages to the students. You'll be able to ensure that he student notes capture just what you want to teach.

But there's a lot to gain! Besides an improved quality of the students’ notes, you will also have a better sense of pacing in your lectures, which can help keep you on schedule each class and throughout the semester.

So consider using skeleton notes! With a little fine-tuning, you'll be able to improve the quality of students' notes just by preparing your lectures.

And when it comes time to review, students will be better able to...bone up! Eh? Eh??

I guess I asked for that.