



Skills for Note-Taking

Important notice:



At the end of this presentation there is a link to a Microsoft Forms quiz. You must score an 80% or higher to pass the quiz.

Please take your time viewing and studying this material before you proceed with the quiz.

Objectives

By the end of this workshop students should be able to:

- Identify common errors in note-taking
- Take efficient notes
- Design their own note-taking method(s)

Why take notes?

Note-taking is vital to efficient study and learning. Taking good notes will help you remember the most important points discussed in each lesson and help you when you sit down to study or review your material.

Why aren't my notes helping me?

If your notes are not helpful it means that the techniques you have used so far are not the most efficient or are not suited to your learning style.

What are common mistakes that could affect the usefulness of my notes?



- Some common mistakes that can impact the usefulness of our notes include:
 - Transcribing what the professor is saying (i.e. trying to copy what the professor says word for word)
 - Not preparing before the lesson
 - Disorganization
 - Not going over notes

How to take useful notes:



1. Prepare before class.
 - If you have a textbook, look over the chapter and notice the key concepts that will be discussed.
 - If you have an assigned reading: **read it** and take notes.
2. Pay attention to cues:
 - Repetition
 - Signal phrases (e.g. “This is important”)
 - Terms and definitions
 - Examples
 - Bullet lists
 - Big ideas (summaries, overviews, conclusions)

How to take useful notes:

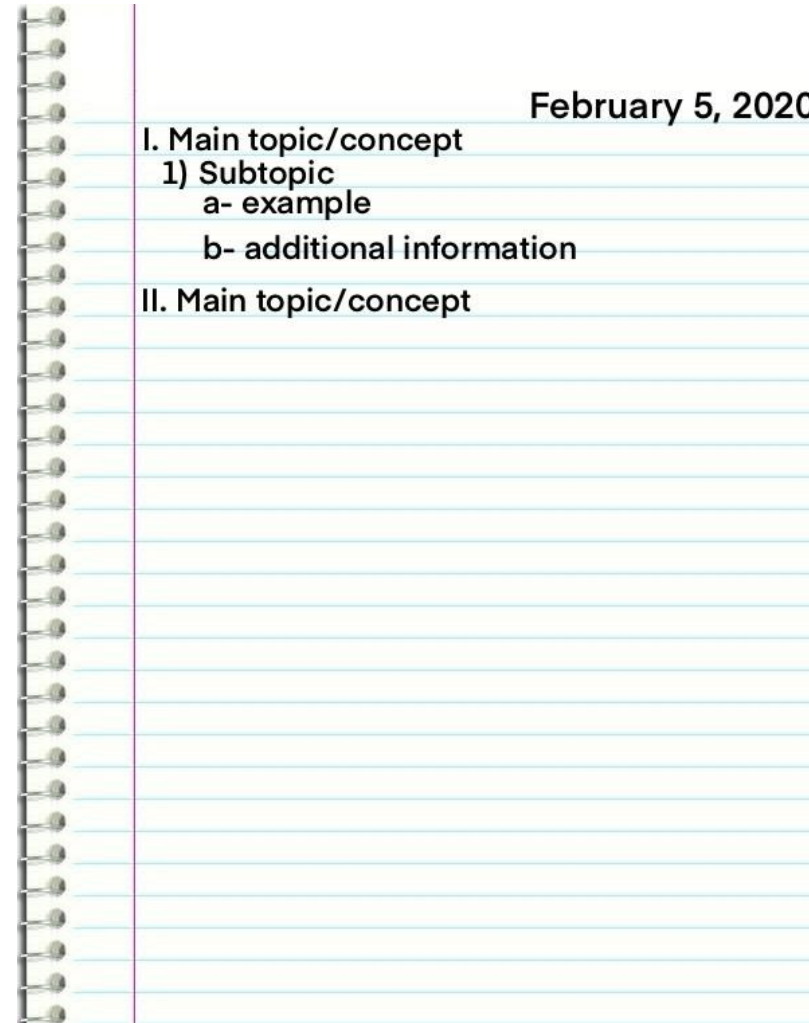


3. Prioritize new information.
4. Use abbreviations (these can be established ones or abbreviations you make for yourself).
5. Create a color coding system for your notes.
6. Go over your notes after class and adjust them to make them better.
(Go over the information and highlight or underline important details, look for information in your textbook or online and fill in gaps of information or solidify areas where you have doubts.)
7. Test different note-taking methods until you find the one that works best for you.

Note-taking methods:

- **The Outlining Method**

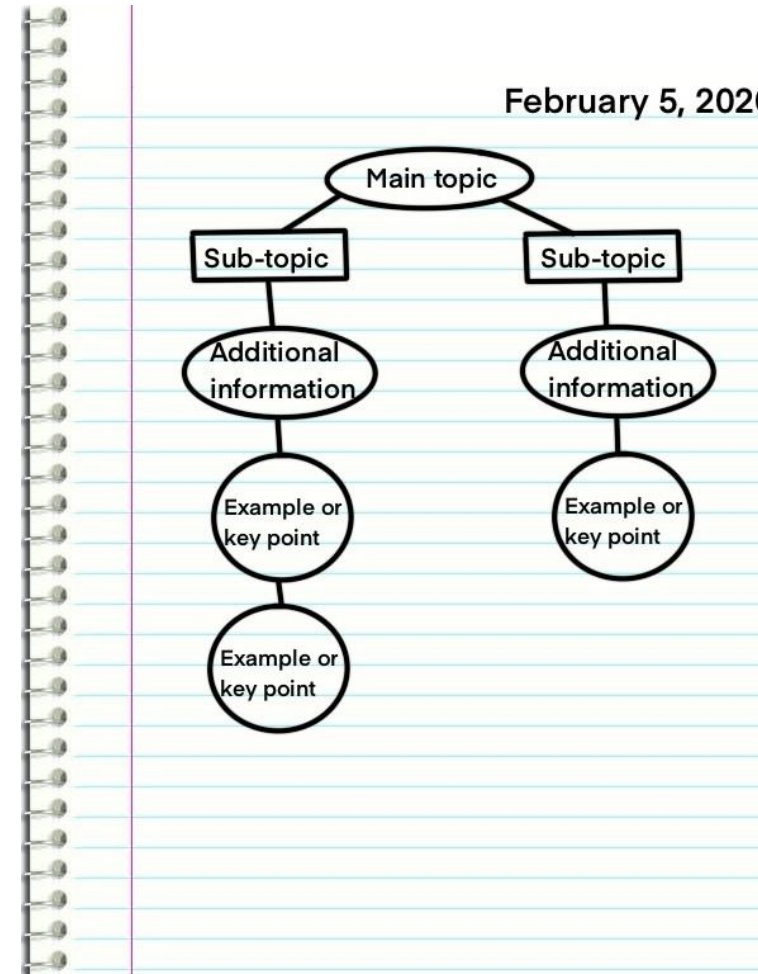
In this method you take notes in an outline format. Main ideas are written down and sub-concepts are placed underneath the main ideas.



Note-taking methods:

- **The Mind Mapping Method**

In this method you write the main points or central concepts of the discussion in a bubble or circle and then use lines and further bubbles to connect concepts and ideas that branch off from the main ones.



Alternative methods and suggestions for note-taking:



- Another way to structure your method is to write paragraphs on the main concept and then, under those paragraphs, you can add in bullet form any additional information your professor discusses about the concept.
- To aid your note-taking, you can also consider adding little doodles that will spark your memory or using different colored pens.

Alternative methods and suggestions for note-taking:



- You can also add questions you might have during the lesson and then write the answers to them as they arise (if you do this remember to write down the evidence that makes the answer correct).
- It can also be useful to write down your own explanations next to formulas, patterns or examples.

Taking notes in a language classroom:



When taking notes in a language course the following techniques can be helpful:

- Using a different colored pen to write out pronunciation above new words.
- Using different a colored pen to write down what a new word means or write the equivalent for that word in the languages you speak.
- Use arrows, formulas, drawings and comments to help you understand or remember concepts that are difficult or important.

yot

Be sure to jot that down.

anotar

Be sure to jot that down.

↳ Another word for saying
“write”

Subject
pronoun

She loves him.

Object
pronoun

This sentence follows the structure:
S+V+DO
The subject is the person 'doing' the verb. The direct object is the one who is 'receiving' the action of the verb.

We use the subject pronoun **she** because it is in the subject slot. We use the object pronoun **him** because it is in the direct object slot.

Practice



This is your opportunity to practice your note-taking.

In the next segment there will be a series of video links, carefully watch each video and take notes. Afterwards, click on the link at the end of the module to take the quiz.

The quiz will feature questions based on the information discussed in the video.

The purpose of the quiz is to test your note-taking skills; thus, we encourage you to use your notes as reference while answering the quiz.

Click on each link, watch the videos and take notes.
Once you are done proceed to the end of the module
for the link to the quiz.



[Adverbs](#)

[Wind](#)

[Hair Love](#)

[Surrealism](#)

References:



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“What is Wind?” *YouTube*, uploaded by SciShow, 28 Oct 2013, <https://www.youtube.com/watch?v=RzSqhrn2dDM>.

After completing the module, click on the following link to take the quiz and send the report to your professor:

<https://forms.office.com/r/gU4Bkhev8w>

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