



# Writing Skills

Prepared by: Miss Lalain Ehtesham



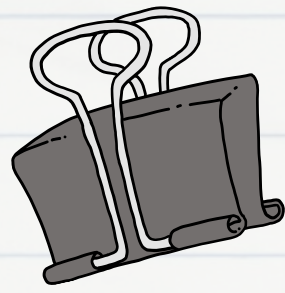
WEEK: 10



# NOTE TAKING



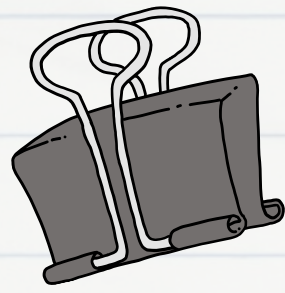




# Note Taking

- Note taking is an essential learning skill for college students to implement during class time.
- Implementing a system of note taking is important for several reasons.
- First, the faculty member may be presenting supplemental material not found in your text book but critical for you to learn in order to make a connection to prior knowledge or introduce new material.
- Secondly, the information presented within a lecture may be used for future assessments (quizzes, exams, reflection papers).
- Finally, a system of good note taking is an important study strategy.

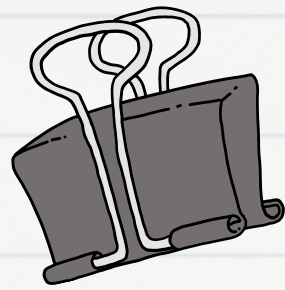




# Note Taking

- Actively listening and taking notes during class increases the retention of the material.
- Reviewing the notes immediately after class to add additional points or to generate questions for clarification creates opportunity for additional understanding.
- Effective note taking skills will assist in preparing for exams and future knowledge base of material.

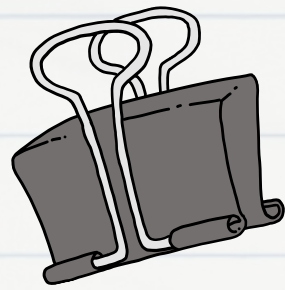




# Note Taking

- Depending on the type of class and personal learning style, you will develop your own method of taking notes. Here are some guidelines and methods to assist with the process.
  1. Date your notes.
  2. Keep the objective/theme of the class in mind.
  3. Record notes in your own words and notes must be brief.
  4. If you fall behind, stop. Make a mark in your notebook, listen for a few minutes until you feel caught up, then begin taking notes again. It is better to listen and get the information later.



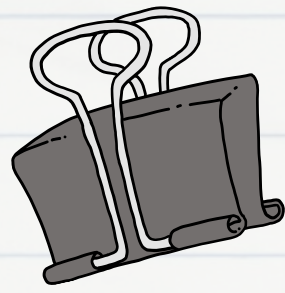


# Common Note Taking Methods:

There are 3 common note taking methods.

1. Cornell Method
2. Outlining
3. Charting





# Common Note Taking Methods:

## Cornell Method

The Cornell Method is a systematic and simple method for note taking that breaks the note page into sections to allow for organized recording and review. You can use it while reading your text or taking lecture notes.

# Cornell Method

## Cue Column

Time period of first 3 battles?

Where was first battle fought?

Why was First Bull Run significant?

Why was Union control of Kentucky important?

## Note-taking Column

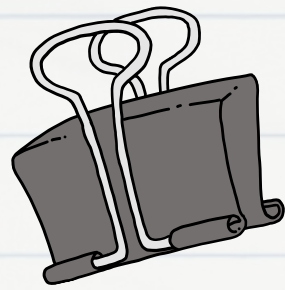
First 3 battles of the Civil War were fought over a 10 month period from April 1861 – February 1862.

Fort Sumter – First battle fought in Charleston Harbor. Low number of casualties – Confederates won

First Bull Run – Manassas, VA. First sizable battle. Thomas Jackson nicknamed “Stonewall” – Confederates won

Fort Henry and Fort Donelson – Tennessee. Fought at 2 key Confederate forts on Tennessee River. Capture guaranteed Union control of Kentucky (Kentucky was wavering between Union and Confederacy) – Union won





# Common Note Taking Methods:

## Outlining

Record main ideas to the left of the page. Indent more specific information underneath and further indent examples.



# Outlining

Fort Sumter (Charleston, SC) – First battle of Civil War. Fought in Charleston

April 12-14, 1861. Confederates were victors

Low numbers of casualties

First Bull Run (Manassas, VA) – First sizable battle of the war. Jackson nicknamed “Stonewall”

July 21, 1861. Confederates were victors

2,896 Union casualties

1,982 Confederate casualties

Fort Henry and Fort Donelson (Tennessee) - Battle guaranteed Union control of Kentucky

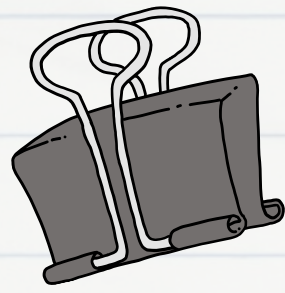
February 6 and 16, 1862. Union were victors

2,832 Union casualties

1,400 – 2,000 + Confederate casualties

12,000 captured





# Common Note Taking Methods:

## Charting

Charting is a good strategy for courses that require comparison/contrast of specific dates, places, people, events, importance and how the information relates.



# Charting

Battle and Date	Casualties	Victor	Significance
Fort Sumter Charleston, SC April 12-14 <sup>th</sup> 1861	Union – 11  Confederates - 4	Confederates	First battle of the Civil War. Fought in Charleston Harbor.
First Bull Run Manassas, VA July 21, 1861	Union – 2,896  Confederates – 1,982	Confederates	First sizeable battle of the war. Confederate General Thomas J. Jackson earned his nickname “Stonewall”
Fort Henry and Fort Donelson – Tennessee February 6 <sup>th</sup> and 16 <sup>th</sup> 1862	Union 2,832  Confederate – 1,400 -2,000 +  12,000 captured	Union	These were 2 key Confederate forts on the Tennessee River. The capture of these forts guaranteed Union control of Kentucky.



# References

[https://www.muhlenberg.edu/media/contentassets/pdf/about/disabilities/Notetaking\\_Web%2082216.pdf](https://www.muhlenberg.edu/media/contentassets/pdf/about/disabilities/Notetaking_Web%2082216.pdf)



# Thank You

