

MUKUBA UNIVERSITY

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QUESTION: Compare and contrast two distinct note taking techniques, provide examples illustrating this application across diverse academic subjects & discuss the respective advantages & disadvantages

DEADLINE: 30TH JANUARY, 2023.

Note – taking is the process of capturing and recording information from different sources, such as lectures, meetings, reading for later references or study. It helps organize thoughts remembers key points and facilitates learning and understanding. The essay compares and contrasts two distinct note – taking techniques illustrating with examples, their application across diverse academic subjects and discusses the respective advantages and disadvantages.

Pauk (1974: 10 – 25) indicated that, note-taking is an activity that strongly depends on the working memory to manage, completed, select and produce notes. Note taking techniques involves the cornell and outline techniques. The cornell note-taking system is a structured method for taking notes and organizing notes the system was developed by Pauk walter at cornell university. It is designed to facilitate active learning and effective studying. The cornell technique, as it records note taking and a study technique, formulate test questions, recites, reflects and summarizes. It is a unique note taking technique that finds its application in a variety of situation.

On the other hand, the outline technique is one of the common and natural note taking technique used in traditional lecture sessions, it uses capital and lower case letters. In its system are numbers to indicate the relative importance of different ideas, it is a formal system used to think about and organize ones' paper. In this technique, information is put from general to specific.

Raygos & work (1970: 21-35) stated that in general, note taking improves learning outcomes, Cornell technique is applied across diverse academic subjects because it provides systematic and well formatted for organizing notes without requiring a lot of time. Secondly, it is used as a study guide, during structure tools, especially the summary part also it captivates the main points and uses symbols to abbreviate such as + for plus, - for minus, = for equals, and x for times.

Outline technique is applied across diverse academic subjects for dashes or bullet points, capital and lower-case letters are used to indicate numbers of relative importance of different ideas. Also, to present structured lessons to record relationships and content of information of main ideas.

Deese & Deese (1979: 1 – 10), noted that people take notes to record information for memory and remembrance. The advantage of cornell technique are that, it is organized and systematic for reviewing in any lecture situation. It helps students organize and process data and information, it helps students remember what is said in class, it help students complete assignment and prepare for assessments when outside of class, whereas the outline technique, advantages are that it is organized, systematic and can be used for reviewing, essays, saves time and no recopying.

Longman & Alkinson, (1995: 5 – 10), said that, making notes is a common and important practice for learners in the lecture. The cornell allows students to identify key points. The outline reduces editing, thoughts the key points of the lecture in a logical way, it is very easy to use as it allows students to focus.

Bligh (2000: 12-21) explained that a learner performs many activities during learning process. The two techniques discussed may have disadvantages as explained by Bligh (2000:12-21). Cornell technique, in this technique, students take a lot of notes but never recite or review them, time consuming limits creativity and causes no engagement. Limited space for notes compared to other methods, whereas the outline technique can be difficult and not suitable for subjects like chemistry, and mathematics that compromise of formulas and charts, does not work well if the attended lecture does not follow a certain structure, it takes more thought in class as rewriting may not be ideal for fast lectures and does not always show relationships by sequence.

In conclusion, both the cornell and outline techniques involves note taking to help remember the material to assist with attention during class, notes provide a record of what was covered in class and greatly assist with studying for examinations. They are a way of communicating and for recording helping important information as a reminder of things to do.

REFERENCES

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