

Lecture 6

Effective note-taking and summarizing

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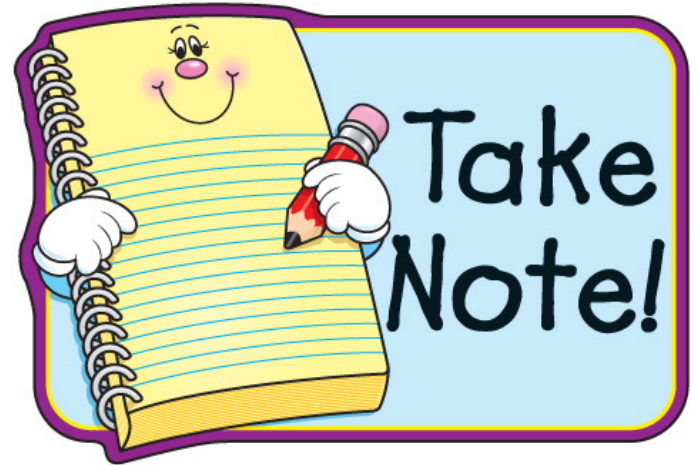
Alliance with  Education

Outline

- I. Effective note-taking
- II. Summarizing

I. Effective note-taking

1. Why do I need to take notes?
2. What should I include in my notes?
3. Note taking techniques
4. Note-taking layouts
5. Top tips for note-taking
6. Digital notes



I. Why do I need to take notes?

- Effective note-taking skills help you to record, organize and process your thoughts on what you have read/listened. As you begin to carry out more in-depth reading/listening on a subject, writing comprehensive notes will save you valuable study time.
- Being a successful note-taker helps you to:
 - maintain focus and stay organized
 - process and recall information
 - review and revise what you have read and learned
 - put your ideas into your own words
 - actively engage with what you are reading
 - make links to other reading and research
 - analyze and apply critical thinking to your reading
 - highlight areas for further development.

2. What should I include in my notes?

- Activity 1:
 - Time: 5 mins
 - Discuss with your learning peer(s) about what should be included in your notes?
 - Share your agreed answers with the class.



2. What should I include in my notes? (cont.)

RELEVANCE

- Anything important and directly relevant to the question you are trying to answer.

UNCERTAINTY

- Things you find difficult to understand, so that you can go back to them later.

QUESTIONS

- Questions that the reading raises in your mind. There may be somethings that you need to find more information on.

LINKS

- Links to other things you have read or existing knowledge. How does what you are reading compare to what you already know? Is there any contradiction?

QUOTES

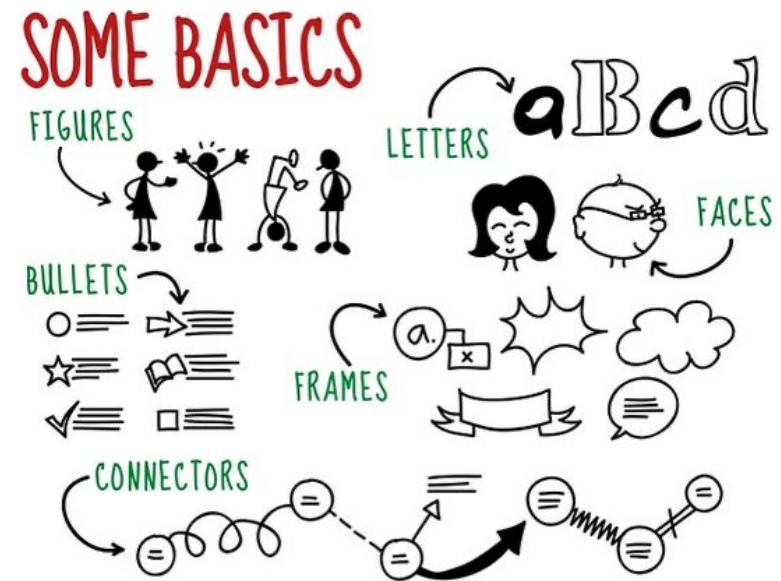
- Significant quotes, note direct quotes and where you found them, so you can correctly cite them later.

3. Note-taking techniques

- There **different note-taking techniques** you can use. You may prefer one style, or use different styles depending on the situation. If you are new to note-taking, you can **experiment** until you find a process that suits you.
 - a. Visual notes
 - b. Linear notes
 - c. Tips for note-taking techniques

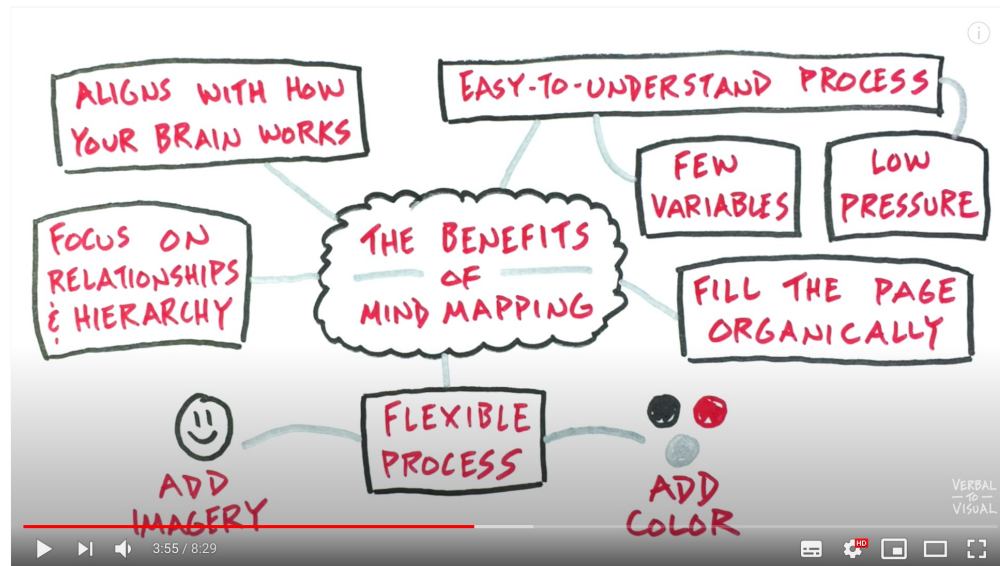
a. Visual notes

- Visual and diagrammatic notes are useful for:
 - complex concepts
 - showing links between ideas and themes
 - visual memory.
- These include **mind-maps, charts, tables and graphs**. You can also use **drawings** if this helps you to understand and process a concept.



a. Visual notes (cont.)

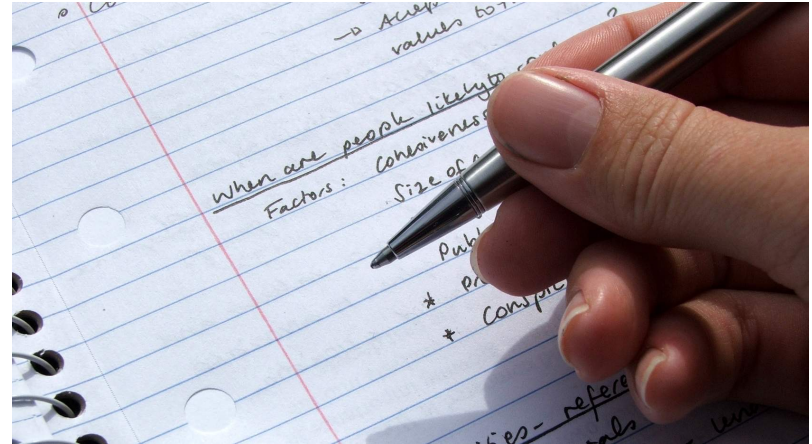
- Mind mapping:
 - Watch the following video to discover the benefits of mind mapping.
 - Link:
https://www.youtube.com/watch?v=brTMbPyhZY0&feature=emb_title



A Mind Mapping Approach To Your Sketchnotes

b. Linear notes

- Linear notes are useful for:
 - lists
 - processes and procedures
 - chronological information
 - narrative memory.
- Make sure you use **clear headings** for each section of notes and incorporate some **highlighting** to help when you are reading back through your notes; it also encourages you to **categorize the information** and be more organized with your learning.



c. Tips for note-taking techniques

- Highlighting and annotations

- It can be helpful to **add comments** to the text you are reading by writing notes in the margin or on **sticky notes**.
- You may also want to **highlight key words** to identify important information relevant to your topic. However, make sure you don't write in books that don't belong to you.
- Some students highlight too much, defeating the purpose of picking out the key information. Try to take notes at short intervals when reading to help you to more **actively engage with the material** and process the information more effectively.



c. Tips for note-taking techniques (cont.)

- Paraphrasing and summaries

- It is essential to **write your notes in your own words** as this helps to make sense of ideas and information.
- Copying text exactly does not allow you to process the concept; it can often take longer and may lead to **accidental plagiarism**, which is taking someone else's words or ideas and claiming them as your own. Watch this video (<https://www.youtube.com/watch?v=ZB97edBdNvk>) to know more about plagiarism.



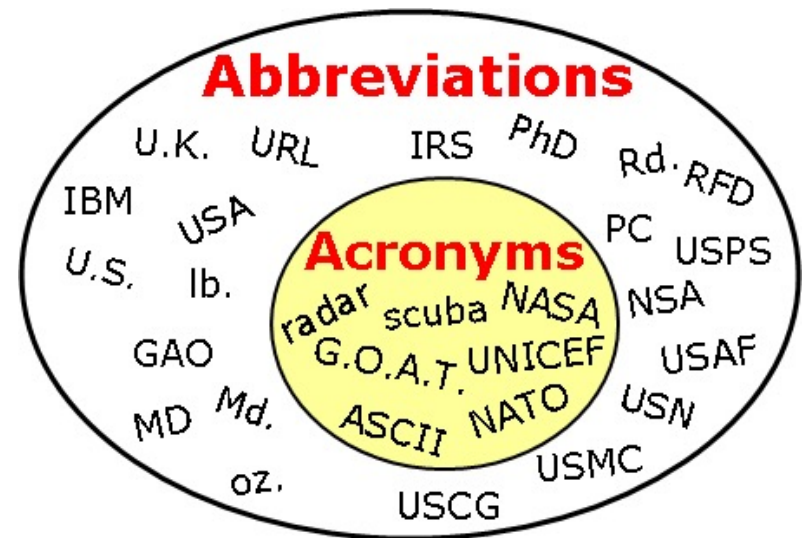
8 Most Common Types of Plagiarism to Stay Away from!

- Summarizing helps you to focus on the main points of the reading material. When you complete a section of notes, try and summarize them in your own words. This helps with understanding and can be very useful as a revision aid.

c. Tips for note-taking techniques (cont.)

- **Acronyms and abbreviations**

- Using abbreviations in your note-taking can **save you time** and allow you to write more quickly. Your notes are primarily for your own understanding and learning; if you understand your abbreviations then that is what matters.
- An acronym is an abbreviation formed from the initial letters of other words and pronounced as a word, for example NASA is the acronym for National Aeronautics and Space Administration.



c. Tips for note-taking techniques (cont.)

- Records and checks

- Always **keep a clear record** of where you have found information in your notes.
- You can do this in the **margins** of a notebook or **use sticky notes**. This will make it easy for you to find and use for citations and references later. Remember that accidental plagiarism is more common than you think. If you want to include a quote using the exact language from a source, be sure to make clear in your notes that this is a quote and record the necessary information for a **citation**.
- It is also worth checking your notes against the original source material for **accidental errors or inaccuracies**, and to confirm you are 100% sure about what you have read.

4. Note taking layouts

There are several **different note-taking layouts** to suit different purposes. It is a good idea to try out different ones to see which best suits your needs. Here are some of these methods.

- a. The Cornell Method
- b. The Mapping Method
- c. The Outlining Method
- d. The Charting Method
- e. The Sentence Method

a. The Cornell Method

- This method is good for **understanding key ideas** and **relationships** and helps to organize your notes into small summaries which are **easier to review**.

- **How to?**

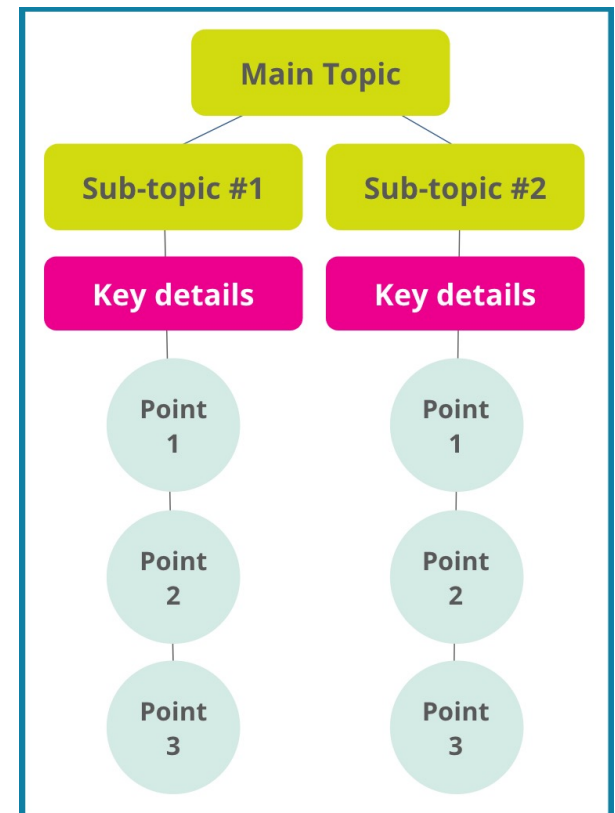
The page is divided into three sections:

- **During a lesson**, activity or workshop: take the key points and details
- Review your notes **afterwards** and note down study **cues**:
 - Key ideas you will need to remember with a prompt for each
 - Key vocabulary
 - Questions
- **Afterwards**, **summarize** your notes from the lesson at the bottom of the page, highlighting the main points.

Cues	Notes
2. After lesson Main ideas, prompts and questions.	1. During lesson Main points and details from class.
Summary 3. After class Summary of the lesson, highlighting.	

b. The Mapping Method

- This method is a way to make **visual connections** between **related topics and ideas** and is particularly useful for visual learners who struggle with linear note-taking methods.
- **How to?**
 - Organize the page into topic areas, with main topics branching out into sub-topics with detailed information about each.
 - Think about orientation of your paper and how much space you will need. It may be more useful to use a landscape orientation if there are several sub-topics to cover.
 - Write any important details beneath each sub-topic, noting clear key points.
 - You can continue the pattern accordingly, depending on the level of detail you require.



c. The Outlining Method

- This is a **linear note-taking method** and **uses headings and bullet points** to organize topics and supporting information.
- The outlining method is very useful if you need to include a lot of details and the structure makes it easy to develop questions from the key points noted.
- **How to?**
 - Start your notes with a single bullet point for the main topic.
 - Place the first sub-topic below and indent it slightly to the right.
 - List any details or supporting facts below each sub-topic heading, again with a slight indentation to the right.

Main Topic

Date

- Sub-topic #1

Key point #1

Key point #2

- Sub-topic #2

Key point #1

Key point #2

Main Topic #2

- Sub-topic #1

Key point #1

Key point #2

- Sub-topic #2

Key point #1

Key point #2

d. The Charting Method

- This method **uses columns to organize information** and is very useful if the lesson or workshop is **covering a lot of facts**.
- The columns also help you to identify any recurring themes or relationships between the topics covered.
- **How to?**
 - Write down your main topic at the top and divide the page into columns. This will make your notes easier to review.
 - Label each column with a topic category. The details of each category are filled out in the rows below.
 - As key points are mentioned, note them down in corresponding column. Using the columns makes it easy to add and categorize additional notes if a topic is revisited over the course of a lesson.

Main Topic			Date
Topic #1	Topic #2	Topic #3	
Point 1 details	Point 1 details	Point 1 details	
Point 2 details	Point 2 details	Point 2 details	
Point 3 details	Point 3 details	Point 3 details	

e. The Sentence Method

- This method involves quickly jotting down the main key points in sentence-form and is very useful in fast-paced session with a lot of contents to cover.
- Each line on the page should indicate a new and separate key point. This layout helps you to write quick and simple notes with will be easy to review.
- **How to?**
 - Write down important information the lecturer or teacher has emphasized, either in sentence or point-form.
 - Start a new sentence or point for each new detail.
 - Organize the point using headings for each main topic covered.

Main Topic

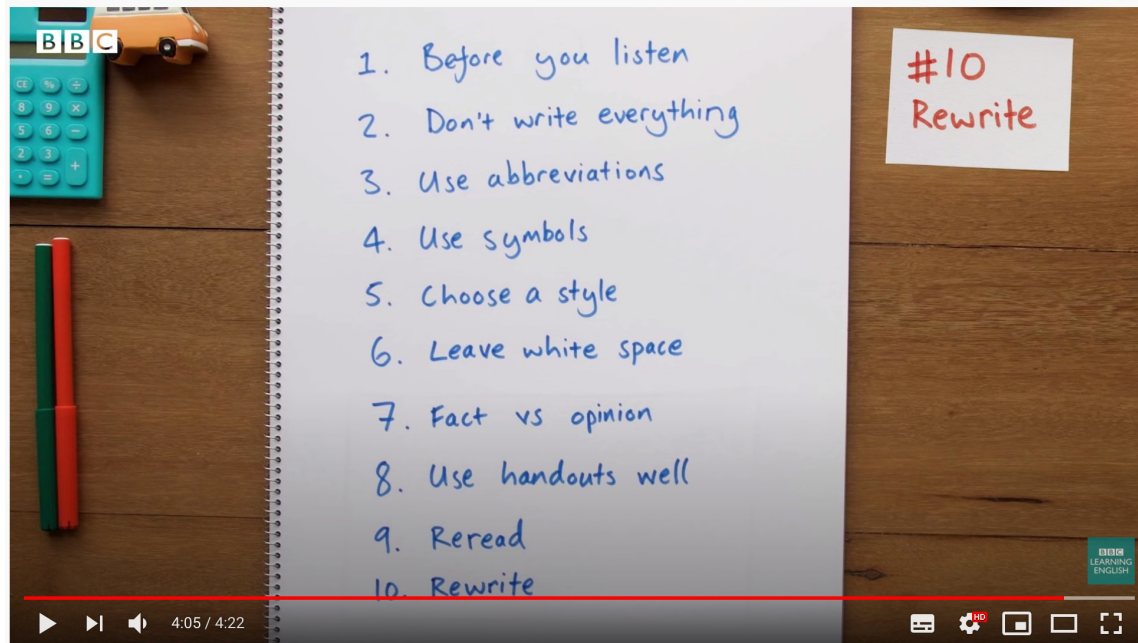
Date

1. Sentence #1 covering key details of the topic
2. Sentence #2 covering key details of the topic
3. Sentence #3 covering key details of the topic

5. Top tips for note-taking

Watch this video for the top tips for effective note-taking.

Link: <https://www.youtube.com/watch?v=3kxF1-jkz-U>



Study Skills – Listening and making notes

6. Digital notes

a. Benefits of digital note-taking tools:

Organize

Organize different types of notes (e.g. typed notes, handwritten notes, multimedia content such as image, video or audio, content from webpages, attachments and documents).

Synchronize

Synchronize your content on different devices, maximizing availability and access to all your notes wherever you are.

Editing:

Your notes can sometimes get messy and your notes may become confusing. Digital tools now make it easier for you to edit and rearrange your notes, without the mess.

Search

Through your notes with ease to find content quickly, adding tags to each content item where necessary.

Share

Share your content and collaborate with others. This is helpful if you are working on a group project, if you want to compare notes or discuss something with your learning companion but are in different location.

6. Digital notes (cont.)

b. Examples of note-taking, annotation and mind mapping applications:

- Typing and organizing notes:

- Digital notebooks allow you to keep notes between computer and mobile devices, record audio notes, and easily copy and paste web content.
- They are good for:
 - taking notes in lectures or seminars
 - storing URLs of useful websites when researching
 - copying short extracts of text (but remember to include a citation!)
 - recording unfamiliar terms or vocabulary
 - working on a shared project
 - organizing your notes clearly using notebooks and tags.
- Application links:

Evernote:

<https://evernote.com/>



OneNote:

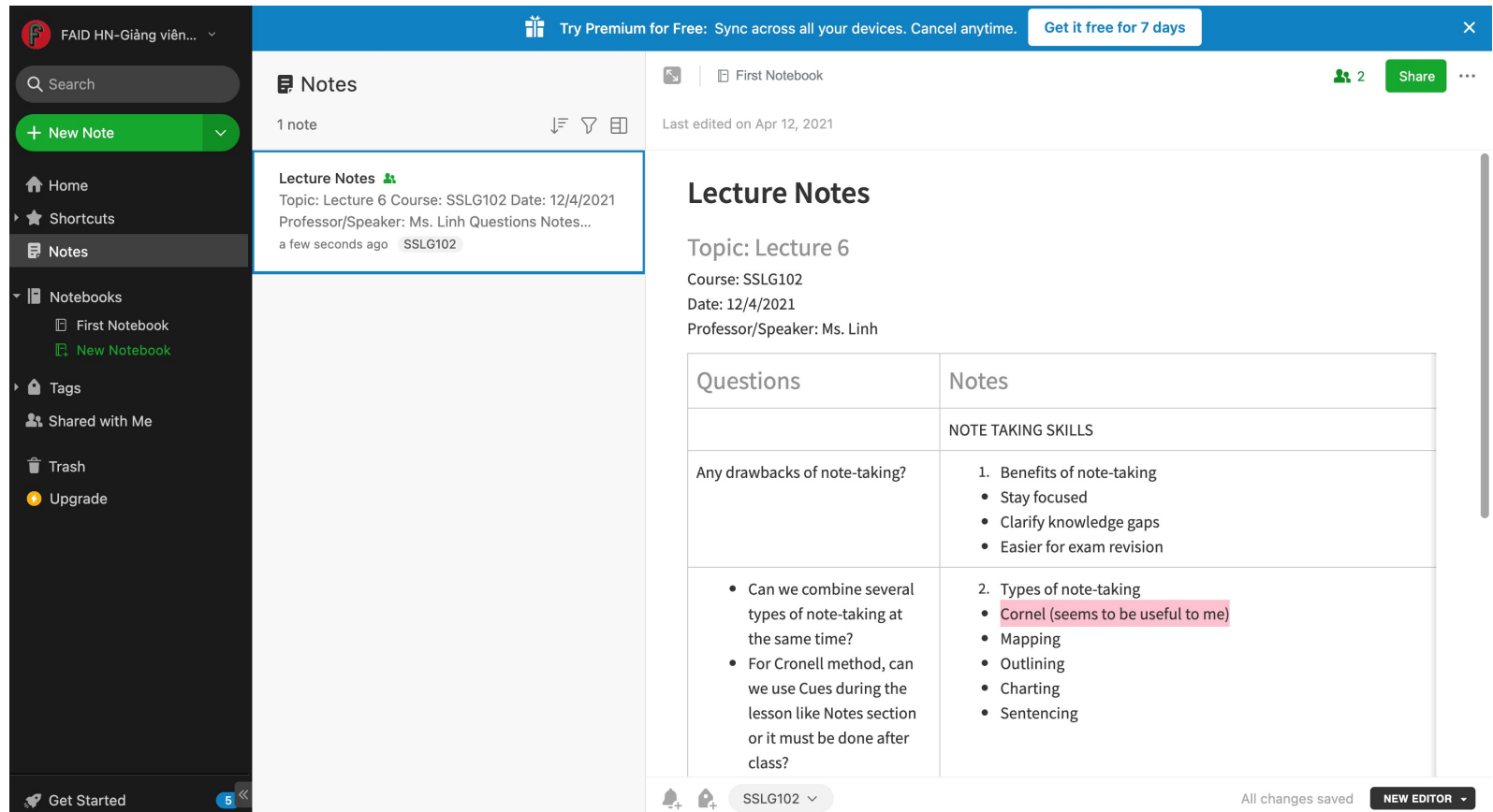
<https://www.microsoft.com/en-us/microsoft-365/onenote/digital-note-taking-app>

OneNote

Your digital notebook

6. Digital notes (cont.)

Evernote example:



The screenshot shows the Evernote web interface. On the left is a dark sidebar with navigation options: Home, Shortcuts, Notes (selected), Notebooks (containing 'First Notebook' and 'New Notebook'), Tags, Shared with Me, Trash, and Upgrade. The main content area is titled 'Notes' and shows '1 note'. The selected note is 'Lecture Notes', created 'a few seconds ago' and tagged 'SSLG102'. The note content is as follows:

Lecture Notes
 Topic: Lecture 6 Course: SSLG102 Date: 12/4/2021
 Professor/Speaker: Ms. Linh Questions Notes...

Questions	Notes
	NOTE TAKING SKILLS
Any drawbacks of note-taking?	1. Benefits of note-taking <ul style="list-style-type: none"> • Stay focused • Clarify knowledge gaps • Easier for exam revision
<ul style="list-style-type: none"> • Can we combine several types of note-taking at the same time? • For Cronell method, can we use Cues during the lesson like Notes section or it must be done after class? 	2. Types of note-taking <ul style="list-style-type: none"> • Cornel (seems to be useful to me) • Mapping • Outlining • Charting • Sentencing

At the bottom of the interface, it says 'All changes saved' and 'NEW EDITOR'.

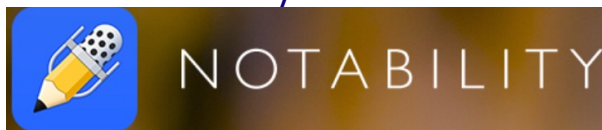
6. Digital notes (cont.)

- Annotations and sketching:

- Many of the resources you can find on the web or download from online university library will be in PDF format.
- You should ensure that you have an application that allows you to store these permanently on your mobile device or laptop, so that you will always have your research at your fingertips. Some apps will also allow you export your annotations as notes, for use in your writing.
- They are good for:
 - storing and organizing articles that you have downloaded
 - highlighting and annotating important information
 - adding to and changing your annotations
 - combining handwriting, photos, typing and sketches.
- Application links:

Notability:

<https://www.gingerlabs.com>



Noteshelf:

<http://www.noteshelf.net/>



6. Digital notes (cont.)

- Annotations and sketching:

- Creating mind maps on paper can sometimes be frustrating, where you quickly run out of space. This is easily solved with the use of mind-mapping applications which allow you to create, edit and share mind maps quickly and intuitively on your digital device.
- They are good for:
 - brainstorming project ideas
 - planning essays
 - visualizing your research and ideas
 - linking your ideas
 - managing and structuring your ideas.
- Application links:

Simplemind:

<https://simplemind.eu/>



Xmind:

<https://www.xmind.net/>

XMind

- Note-taking activity (30 mins)

Choose one of the three articles you found in Activity 5-Lecture 5.

- Save and annotate the article in an application such as Notability. Practice highlighting the important information.
- Try the following methods of note-taking to record the main points of the articles:
 - Hand-written linear notes in your notebook
 - Visual or diagrammatic notes in your notebook
 - Linear notes in a note-taking app, e.g. Evernote.
 - Highlight key information and add annotations to PDF file in an annotation and sketching app, e.g. Notesshelf.

Activity 2 (cont.)

- Reflection after the activity:
 - Did you find any of the approaches challenging?
 - Which was most effective and best suited to the purpose of your task?

**“We do not learn from
experience. We learn
from reflecting on
experience.”**



John Dewey

II. Summarizing

1. Why summarize?
2. What to include in a summary?
3. Writing an effective summary

1. Why summarize?

- What is a summary?
 - A summary is a **clear** and **concise** version of a longer piece of text, written in **your own words** while preserving accurate meaning of the original text. In writing and note-taking, you will be required to summarize other people's ideas as well as your own.
- Will I need to write summaries on my university courses?
 - University courses vary in their requirements, depending on the subject area. Some courses will involve more writing and summarizing skills than others, and they may be an important part of your assessment.
 - Writing an effective summary is a valuable skill for both your studies and your future career. Some students summarize too much in their assignments and fall short on their analysis and argument, whereas others give too much detail when only a concise summary is required.

1. Why summarize? (cont.)

- When will summarizing be useful to me?



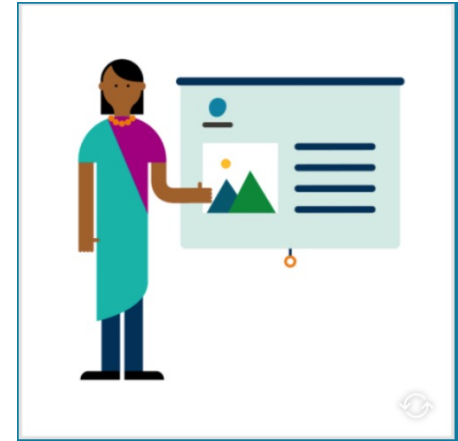
Reading and research

Summarizing helps you to distinguish between important and irrelevant information and ideas in a text and process that information in a meaningful way. It also improves information retention and recall.



Writing assignments

Summarizing allows you to present, analyze and evaluate source material in the context of an argument or a discussion point. It helps you to assimilate ideas, applying them to a specific task.



Presentations

Summarizing supports the development of effective communications skills. Periodic summarizing in a presentation helps your audience to remember key points you have covered.

2. What to include in a summary?

Watch this video about 'How to write a summary' by Shaun Macleod.

Link: https://www.youtube.com/watch?v=eGWO1dEhtQ&feature=emb_title



3. Writing an effective summary

a. Summary purpose:

The purpose of your summary is key to determining the type of response you give. Consider which of these you are expected to do:

- Express agreement or disagreement with the author or their ideas.
- Show how the author's ideas might be interpreted or applied.
- Focus on and explore a key idea from the text and reflect on your observations relating to that idea.
- Analyze and evaluate specific elements of the text, including evidence, logic and the organization of the argument or research. How effective are these specific elements?

3. Writing an effective summary (cont.)

b. Types of summary:

Informative summary

- Objectively and concisely presents the content of a source text, without any analysis or critique.
- It is best for simply conveying information.

Descriptive summary

- Objectively describes the original text rather than directly presenting the information it contains.
- It is best for critical analysis and evaluation.

3. Writing an effective summary (cont.)

c. 8 steps to write an effective summary

1. Decide your goal

Think about and decide exactly which parts of what you have read need to be included in your summary:

- The main points?
- A supporting argument?
- The results of some research?
- Some background information only?

2. Read the text

- Re-read the parts of texts you want to summarize, to ensure you have a good understanding.
- You need to understand exactly what the author is trying to say so that you can paraphrase accurately.

3. Take notes

- Highlight important information and write what you want to summarize in note-form first.
- Avoid copying the text exactly, paraphrase instead.
- As you write your notes, remind yourself of the purpose of the summary to ensure you are including only relevant information.

4. Try doing an oral summary

- Without looking at the original text, try to summarize orally: aloud or silently in your head.
- Once you feel confident in your oral summary, you can move to the written summary.

3. Writing an effective summary (cont.)

5. Write your summary

- From your understanding of the text and your own notes, write a concise summary using appropriate language and style.
- Remember, do not use the copy and paste function on your computer when doing this.

6. Edit and proofread

- Check your word choice. Could you improve your sentence flow?
- Are there any overly complex sentence that could be presented more concisely?
- Check for grammar, spelling, and punctuation mistakes.

7. Check for accuracy

- Check your summary against the original text to ensure you have kept the same meaning and not left out any key information.
- It is easier than you think to misinterpret someone else's ideas.

8. Add citations

- This is extremely important. Even if you are using your own words to summarize someone else's ideas, you must add a citation and add the source to your list of references.

3. Writing an effective summary (cont.)



d. Checklist for effective summary

Summary Checklist

- ✓ Is the summary accurate and concise?
- ✓ Does the summary give an objective representation of the original author's ideas?
- ✓ Have you apportioned coverage of key points accordingly compared to the original text?
- ✓ Have you paraphrased the author's ideas in your own words?
- ✓ Have you used attributive tags (such as 'Jones argues') to clarify whose ideas you are presenting?
- ✓ Have you been selective and sparing with the use of quotes? Reserve quoting for key ideas only that must be presented in the original author's own words.
- ✓ Does the summary work as a stand-alone coherent piece of writing?
- ✓ Have you added citations where necessary?

Essential readings

- Online course 'Reading, note-taking and summarizing' by HN Global.
 - You must sign in to access this course!
 - Link:
<https://hnglobal.highernationals.com/short-courses>



Reading, Note-taking & Summarising

[READ MORE](#) [OPEN](#)

- Homework: Assessment activity 3:
 - Task:
 - Choose an online article (200-500 words) in a newspaper in English or Vietnamese that interest you and relevant to your major.
 - Apply the note-taking techniques you have studied in this lecture.
 - Try to summarize the article orally and and write a final summary in 50-100 words.
 - Works for submission (can be in English or Vietnamese)
 - A print-screen of your taken-notes (if you use digital notes) or a picture of your hand-written notes.
 - A brief summary (50-100 words) on 'What is the article about?'. Please insert the word count of the summary and the link of the article at the end of the summary.
 - Submit your works (as PDF files) to CMS in the next session for assessment.
 - The assessment criteria: (/10)
 - Taken notes:
 - Key contents included: 2
 - Effective note-taking layout: 2
 - Summary:
 - Key contents covered: 3
 - Proper use of language (i.e. paraphrasing): 1
 - Word count obedience: 1
 - Proper referencing: 1