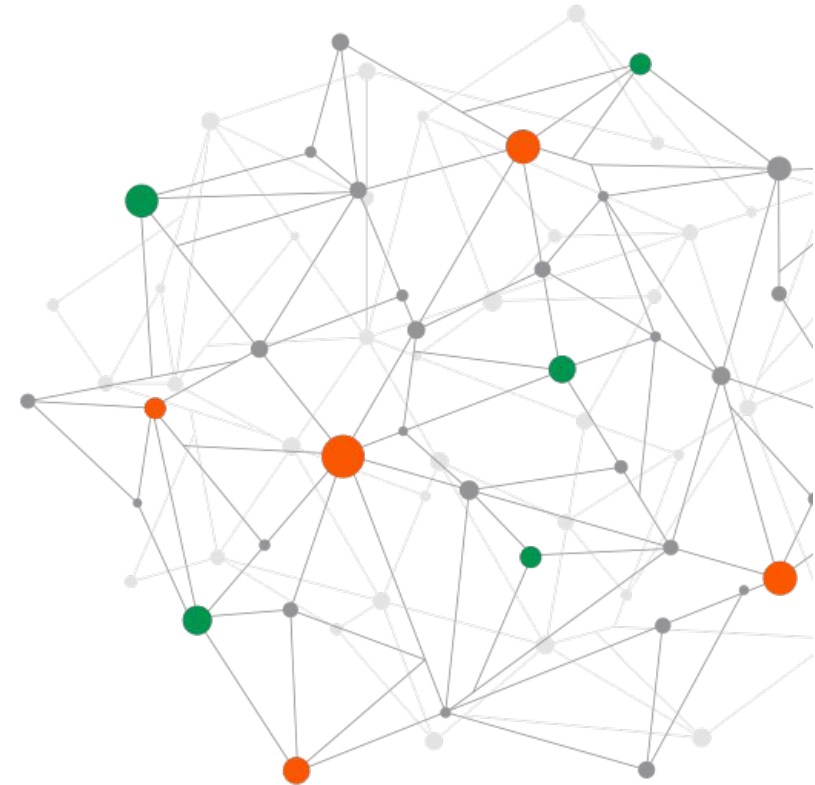


Corporate Skills

Write Right

May 2023





In this Session

1. Note Taking
2. Tone and Register



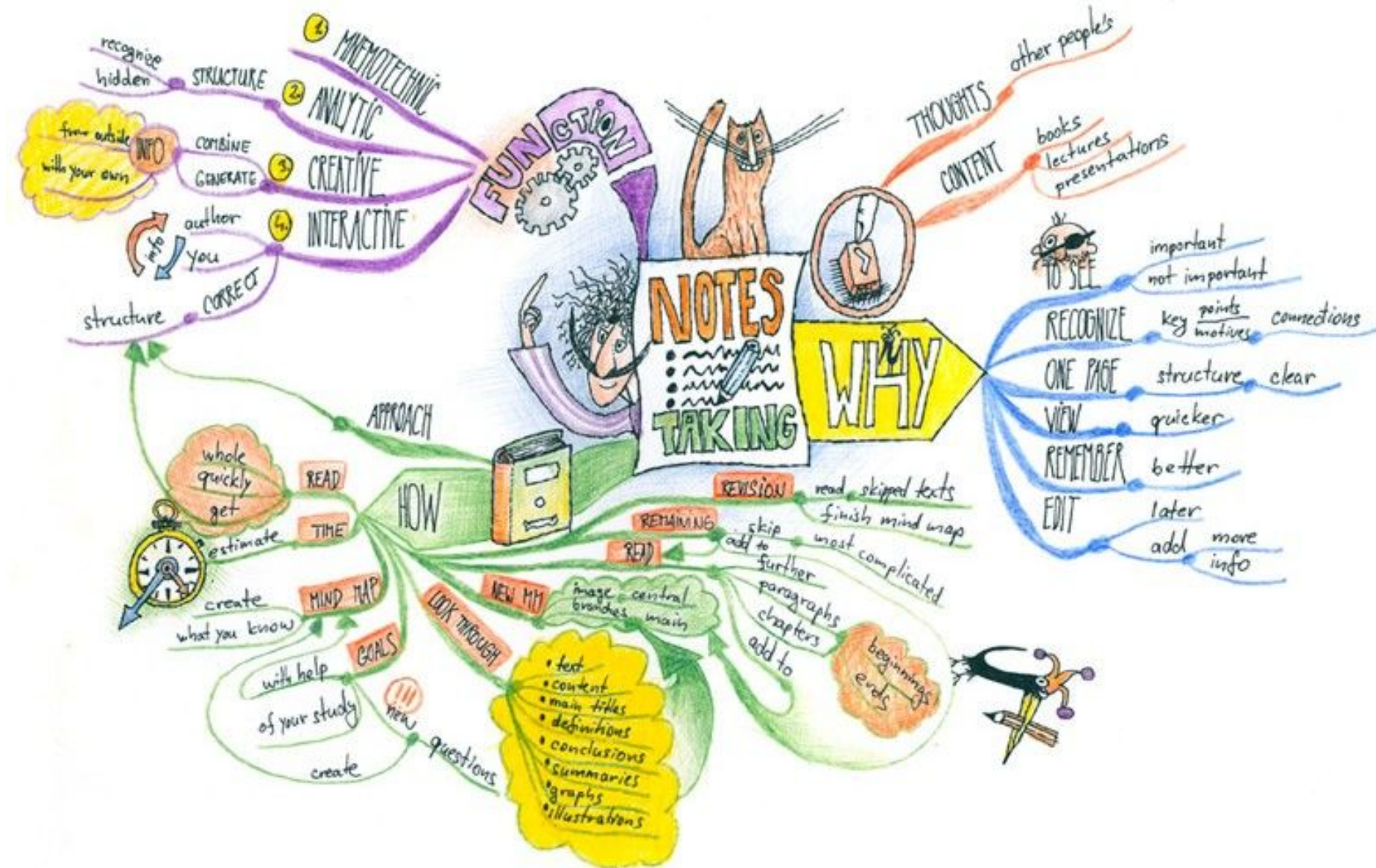


Take Notes Like a Pro!

1. The Outline Method
2. The Cornell Method
3. Flow Notes Method
4. The Sentence Method
5. Charting Method
6. Boxing Method



The Flow Notes Method AKA Mind Mapping





The Outline Method

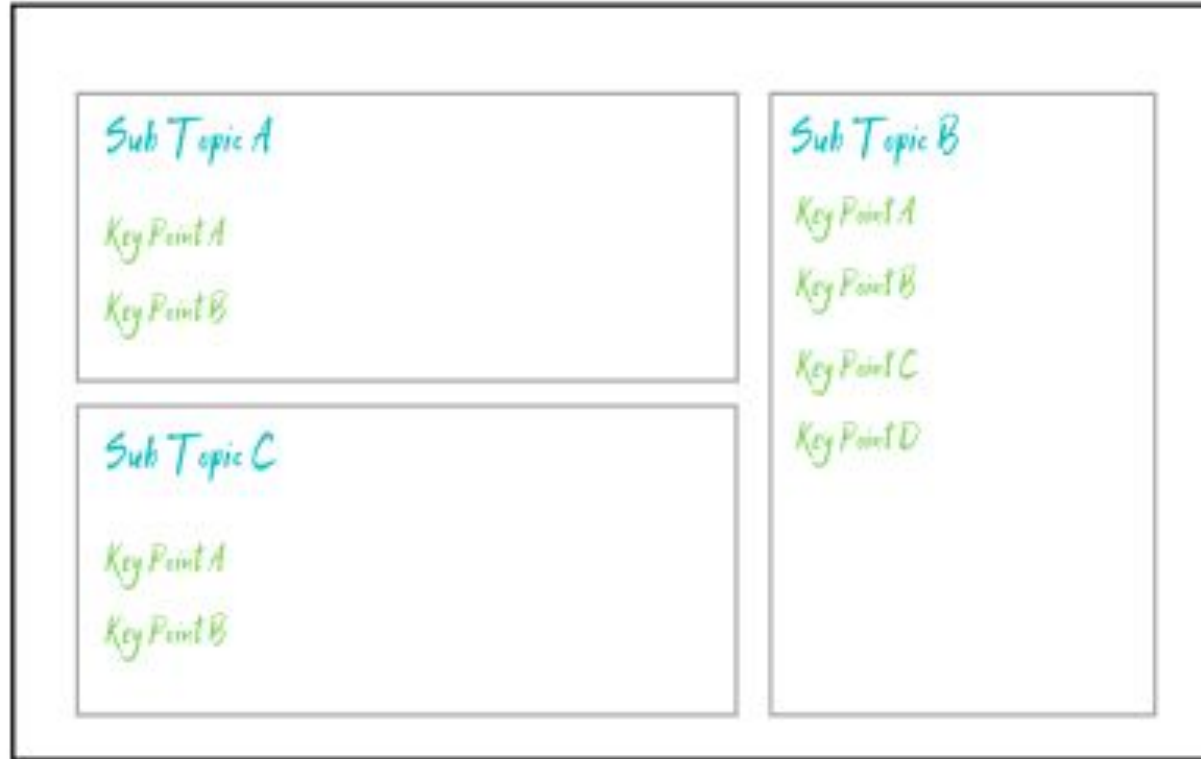
TITLE

- This is a main topic
 - This is a sub-topic
 - This is a thought or supporting fact
- This is a main topic
 - This is a sub-topic
 - This is a thought or supporting fact



The Boxing Method

Topic A



Topic B



The Sentence Method

Date: March 23, 2021 Topic: Sleep disorders


1. Sleep terrors occur at stage 4 of NREM
2. Nightmares have no consistent duration
3. Sleepwalkers cannot recall their sleepwalking
4. There is no known cure for nightmares
5. A common cause of sleepwalking is fatigue
6. Sleepwalkers are easily awakened
7. Sleepwalking occurs during NREM sleep
8. Sleep terrors: no recollection of content
9. Sleep terrors occur within 15-90 min of sleep
10. Sleep terrors last up to 20 min per episode
11. There are 80+ types of sleep disorders
12. Most common sleep disorder is insomnia
13. Sleep apnea is another common sleep disorder
14. Sleepwalkers have higher CAP cycles and rate
15. CAP means Cyclic Alternating Pattern
16. 1 to 5 % of adults experience parasomnias
17. Sleep groaning is catathrenia
18. Parasomnias often include strange movement
19. Increasing REM sleep is highly beneficial
20. Insomnia is often co-morbid
21. Types: acute, transient, and chronic insomnia



The Charting Method

HOW?	ADVANTAGES:	DISADVANTAGES:	WHEN TO USE IT?
Set up your paper in columns and label appropriate headings.	Helps pull out most relevant information	Can be a hard system to use during a lecture	If you'll be tested on facts and relationships
Headings could be categories covered in the lecture	Reduces amount of writing	Not a lot of room to write	If content is heavy and presented quickly
Insert information (words, phrases, main ideas, etc.) into appropriate category	Provides easy review for memorising facts and studying comparisons and relationships	Need to know the content that will be covered beforehand.	If you want to get an overview of the whole lecture on one sheet of paper

The Cornell Method

	<div style="text-align: right;">DATE</div> <h2>Title: Cornell Notes</h2>
KEYWORDS	<ul style="list-style-type: none"> ● Quick notes ● Abbreviations
QUESTIONS	<ul style="list-style-type: none"> ● <u>Key thoughts</u> and <u>takeaways</u> from lecture
	<h2>SUMMARY</h2>



THE CORNELL NOTES

“CUE COLUMN”

2. QUESTIONS:
AFTER LECTURE, FORMULATE Qs BASED ON NOTES ON RHS COLUMN.
QUESTIONS HELP:
→ CLARIFY MEANING
→ REVEAL RELATIONSHIP
→ ESTABLISH CONTINUITY
→ STRENGTHEN MEMORY

ADAPTED FROM
“HOW TO STUDY IN COLLEGE”
(7th ed.) BY W. PAUK

PENSANDMACHINE

<Notetaking Column>

1. RECORD: DURING THE LECTURE, RECORD THE LECTURE USING CONCISE SENTENCES & KEYWORDS, IN THIS COLUMN.

3. RECITE: COVER THIS COLUMN WITH A PIECE OF PAPER. THEN LOOK AT THE QUESTIONS FROM 2 & TRY TO ANSWER THEM FROM MEMORY, IN YOUR OWN WORDS.

4. REFLECT: REFLECT BY ASKING YOURSELF:
→ WHAT'S THE SIGNIFICANCE OF THIS FACT?
→ WHAT PRINCIPLE ARE THEY BASED ON?
→ HOW CAN I APPLY THEM?
→ HOW DO THEY FIT IN WITH WHAT I KNOW ALREADY?
→ WHAT'S BEYOND THEM?

5. REVIEW: SPEND TIME REVIEWING ALL YOUR PREVIOUS NOTES AT THE END OF EACH WEEK.

[SUMMARY]

AFTER CLASS, SUMMARIZE THE NOTES ON THIS PAGE.



Tone and Register



Tone in Business Writing

"Tone in writing refers to the writer's attitude toward the reader and the subject of the message. The overall tone of a written message affects the reader just as one's tone of voice affects the listener in everyday exchanges"

(Ober 88)



Tone in Business Writing

The following questions will help you to determine the appropriate tone for your message.

- Why am I writing this document?
- Who am I writing to and what do I want them to understand?
- What kind of tone should I use?



Tone in Business Writing

DOs

- Be confident.
- Be courteous and sincere.
- Use appropriate emphasis and subordination.
- Use non-discriminatory language.
- Stress the benefits for the reader.
- Write at an appropriate level of proficiency.



Not That, But This

Not: You must agree that I am qualified for the position.

But: My qualifications in the areas of accounting and customer service meet your job requirements.

Not: You didn't read the instructions carefully, that's why your system has shut down.

But: The system may automatically shut down if any installation errors occur.

Emphasis: Smoking will no longer be permitted in the building. The committee on employee health and safety reached this decision after considering evidence from researchers and physicians on the dangers of secondhand smoke.

Subordination: The committee on employee health and safety has finished considering evidence, and they have reached the decision that smoking will no longer be permitted in the building.



Not That, But This

Active: Scientists have conducted experiments to test the hypothesis.

Passive: Experiments have been conducted to test the hypothesis.

Not: I am processing your order tomorrow.

But: Your order will be available in two weeks.

Not: Thank you for offering me the position as General Manager at Simon's Inc. Unfortunately, I am unable to accept the position. I did not think that the position you offered me would utilize my communication and customer-service skills to the degree that I wanted. Therefore, I have accepted a position as Assistant Director at a different company

But: Thank you for offering me the position as General Manager at Simon's Inc. I appreciate your prompt and generous offer. Unfortunately, I am unable to accept the position. I have accepted a different position that will allow me to utilize my communication and customer-service skills.



Language Register



Language register: Why does it matter in the workplace?

We can breakdown register into these 4 main types.

- **Formal/Academic Register:** Presentations, reports and formal announcements.
- **Consultative Register:** Professional settings, B2B, B2C
- **Informal / Casual Register:** (Slang and colloquialisms) Friends and peers, some colleagues, friends and teammates.
- **Intimate Register:** Close family members, parents, siblings, or partners.



TASK

Using the Charting Method and the Cornell Notes Method, start a document with notes about the Bootcamp, starting today. Share the link to the document on day one and update daily till the end of the week. Copy and follow the format shared with you.

Your 100 word summary will be graded on:

Grammar

Word limit

Factual accuracy

Structure/flow

Content

Style

Format

Thank You



talentsprint.com

