

Writing Skills

Note Taking

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Note Taking

Note Taking

- **Note-taking**
 - Practice of recording information from different sources and platforms.
 - Writer records the essence of the information, freeing their mind from having to recall everything.
 - Encourage active learning
 - Help organize information into an understandable format that assists in the studying process.
- Notes are commonly drawn from a transitory source, such as –
 - Oral discussion at a meeting
 - Lecture notes

Benefits of Note Taking

Notes boost understanding

- Turning a passive activity – reading or listening – into an active process

Notes aid memory

- One don't necessarily need to re-read an entire book or re-watch a whole lecture to remember ideas over the long term. Instead, one can revisit notes to refresh the ideas.

Notes are a repository of thinking

- Personal reference library, an external memory aid.

Notes are a resource for writing

- Good, comprehensive notes are invaluable to the future self.

Engages mind

- Listening carefully and deciding what to include in notes keeps mind actively involved with what you hear.

Emphasizes and organizes information

- Highlight the key ideas, identifying the structure of a class presentation.
- Able to indicate the supporting points of a presentation, making study and understanding easier after class.

Creates a condensed record for the study

- Concise, well-organized notes give what you need for studying, learning, and reviewing after class.

Common Note-taking Methods

1. The Cornell Method
2. The Outlining Method
3. The Mapping Method
4. The Charting Method
5. The Sentence Method

The Cornell Method

- Provides a systematic format for condensing and organizing notes without laborious recopying.
- After writing the notes in the main space, use the left-hand space to label each idea and detail with a key word or cue, or reminder
- **Method**
 - Rule your paper with a 2-inch margin on the left leaving a six-inch area on the right in which to make notes.
 - During class, take down information in the six-inch area.
 - When the instructor moves to a new point, skip a few lines. After class, complete phrases and sentences as much as possible.
 - For every significant bit of information, write a cue in the left margin.

Name	Date
Subject	Page #
recall	notes column
column	
summary	

The Cornell Method

- **Advantages**
 - Organized and systematic for recording and reviewing notes.
 - Easy format for pulling out major concepts and ideas.
 - Simple and efficient.
 - Saves time and effort.
- **When to Use**
 - In any lecture situation.

The Outlining Method

- Most common form of note-taking used by **university/college students**
- Organizes the information in a highly structured, logical manner, forming a skeleton of the textbook chapter or lecture subject that serves as an excellent study guide when preparing for tests.

Method

- Write in points in an organized pattern based on space indentation.
- Place major points farthest to the left.
- Indent each more specific point to the right.
- Levels of importance will be indicated by distance away from the major point.

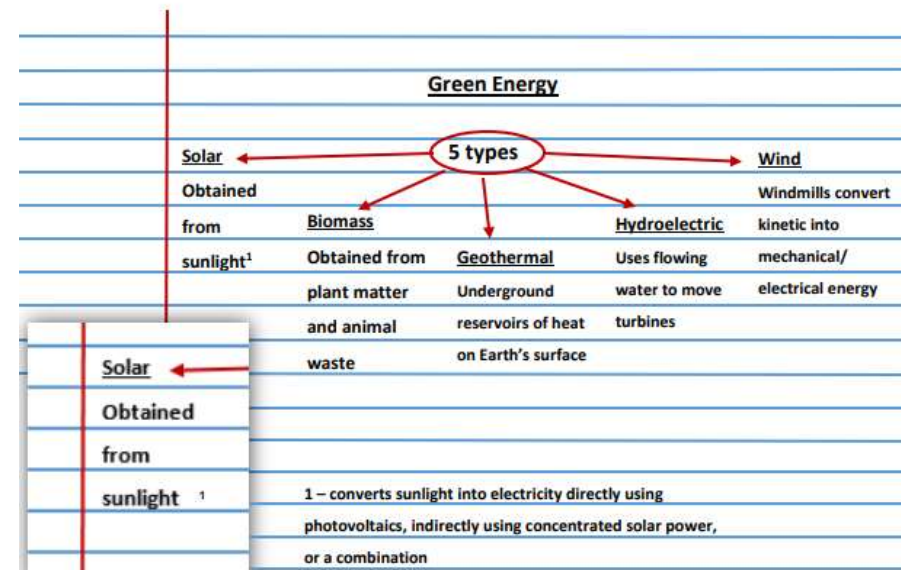
Body Language and Oral Presentations	Traditional Format
I. BODY LANGUAGE (conveys your state of mind)	
A. Movement	
1. Strive for natural movement.	
2. Control distracting mannerisms. (pacing, pen-clicking).	
3. Develop natural style	
(a) Move forward to stress points.	
(b) Step back and focus attention on screen.	
4. Hold objects so audience can see them. (Never pass them around.)	
5. Avoid excessive and uncontrolled movement.	
B. Facial Expressions	
1. Smile.	
2. Appear relaxed and friendly.	
C. Gestures	
1. Use natural gestures to emphasize what you're saying.	
2. Integrate and coordinate gestures with text.	
3. Examples	
(a) number of fingers = number discussed.	
(b) sizes, shapes - tall, short	
4. Use gestures to help pace yourself.	
5. Use gestures based on audience size.	
D. Posture	
1. Practice good posture.	
2. Don't prop up against wall or desk.	
3. Don't sit unless it's part of presentation.	

The Outlining Method

- **Advantages**
 - Emphasizes content as well as relationships between the material
 - Reduces the time needed for editing and allows for easy reviewing
- **Disadvantages**
 - Requires more thought in class for an accurate organization.
 - Cannot be used if the lecture is too fast.
- **When to Use**
 - Use when there is enough time in the lecture to think about and make organizational decisions when they are needed.

The Mapping Method

- Mapping is a graphic representation of the content of a lecture.
- Uses comprehension/concentration skills and evolves in a note-taking form that relates each fact or idea to every other fact or idea.
- It is a method that maximizes active participation, affords immediate knowledge as to its understanding, and emphasizes critical thinking.



The Mapping Method

- **Advantages**
 - Helps to visually track lectures regardless of conditions.
 - Little thinking is needed and relationships can easily be seen.
 - Easy to edit notes by adding numbers, marks, and color coding.
- **When to Use**
 - Use when the lecture content is heavy and well-organized.

The Charting Method

- This method involves using a table to make notes.
- Separate columns for main points, questions, details, etc.
- **Method**
 - Determine the categories to be covered in the lecture.
 - Divide the page into separate columns.
 - Give each column a heading or a label.
 - Think about how you want to organize your notes to identify the most useful headings.
 - Enter notes under the relevant column.
 - Record information (words, phrases, main ideas, etc.) into the appropriate category.



A photograph of a handwritten table on a piece of paper, demonstrating the Charting Method. The table is divided into five columns with headings: DATES, WAR, COUNTRIES, LEADERS, and SIGNIFICANCE. The first section covers World War II (1939-1945), listing countries like Germany, Japan, Great Britain, Russia, USA, France, and Poland, along with leaders such as Adolf Hitler, Joseph Stalin, Franklin Roosevelt, and Winston Churchill. The second section covers the Korean War (1950-1953), listing countries like Korea, USA, and China, and leaders like Harry Truman and Kim Il-Sung.

DATES	WAR	COUNTRIES	LEADERS	SIGNIFICANCE
1939 - 1945	WORLD WAR II	GERMANY JAPAN GREAT BRITAIN RUSSIA USA FRANCE POLAND and more	ADOLF HITLER JOSEPH STALIN FRANKLIN ROOSEVELT WINSTON CHURCHILL	BLAME BLAME BLAME
1950 - 1953	KOREAN WAR	KOREA USA CHINA	HARRY TRUMAN KIM IL-SUNG	

The Charting Method

- **Advantages**

- Helps you track conversations and dialogues where you would normally be confused and lose out on relevant content.
- Reduces the amount of writing necessary.
- Provides an easy review mechanism for both memorization of facts and the study of comparisons and relationships.
- Reduce the amount of time spent editing and reviewing at test time.
- Get an overview of the whole course on one big paper sequence.

- **When to Use**

- Contents are heavy and presented fast.

The Sentence Method

- **Method**

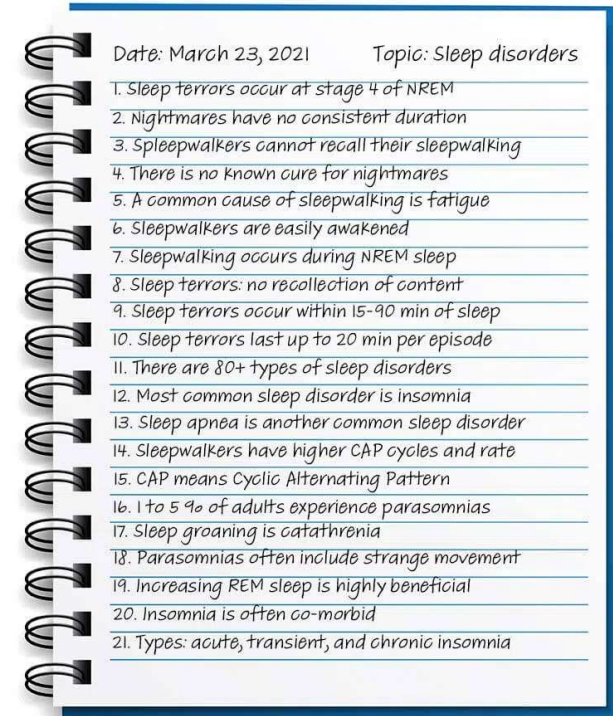
- Write every new thought, fact, or topic on a separate line, numbering as you progress.

- **Advantages**

- More organized than the paragraph.
- Gets more or all of the information.
- Thinking to tract content is still limited.

- **Disadvantages**

- Can't determine major/minor points from the numbered sequence.
- Difficult to edit without having to rewrite by clustering points that are related.
- Difficult to review unless editing cleans up a relationship.



The Sentence Method

- **When to Use**
 - Use when the lecture is somewhat organized, but heavy with content which comes fast.
- **Example:**
 - A revolution is any occurrence that affects other aspects of life, such as economic life, social life, and so forth. Therefore revolutions cause change. (see page 29 to 30 in your text about this.)
 - ***Sample Notes:*** Revolution – occurrence that affects other aspects of life: e.g., econ., socl. Etc. C.f. text, pp. 29-30