

NOTE-TAKING SKILLS

It is important to develop a note-taking system that works for you. However, there are some common strategies you can use to improve your note taking.

Before You Listen

Predict

Think about what you already know about the topic and what you might hear. If possible, review any previous notes.

Listen

Take Notes by Hand

Research suggests that taking notes by hand rather than on a computer is more effective. Taking notes by hand helps you put information into a form that you can understand and remember.

Listen for Signal Words and Phrases

Speakers often use signal words and phrases. These words and phrases can help you decide what information to write in your notes. If you hear, "There are three ways to save money," you can write 1, 2, and 3 to get ready for the three ways.

Shorten (Condense) Information

- Focus on the most important ideas. The speaker will usually repeat, explain, and/or give examples of these ideas. Take notes on these ideas.

Speaker: *There are now three exciting ways to help blind people. These include replacement cells, stem cells, and robotic eye parts. Scientists believe these three techniques can help more than 80 percent of blind people see!*

Notes: 3 ways to help blind

1. replacement cells

2. stem cells

3. robotic eye parts

- Don't write full sentences. Write only key words (nouns, verbs, adjectives, and adverbs), phrases, or short sentences.

Speaker: *Teachers are normally at the top of the list of happiest jobs.*

Notes: teachers = happiest job

- Write numbers and statistics. (9 bil.; 35%)
- Use abbreviations (e.g., ft., min., yr.) and symbols (=, ≠, >, <, %, →)
- Indent. Write main ideas on left side of paper. Indent details.

Benefits of eating ugly foods

Save \$

10-20% on ugly fruits & vgs. at market

- Write details under key terms to help you remember them.
- Write the definitions of important new words.

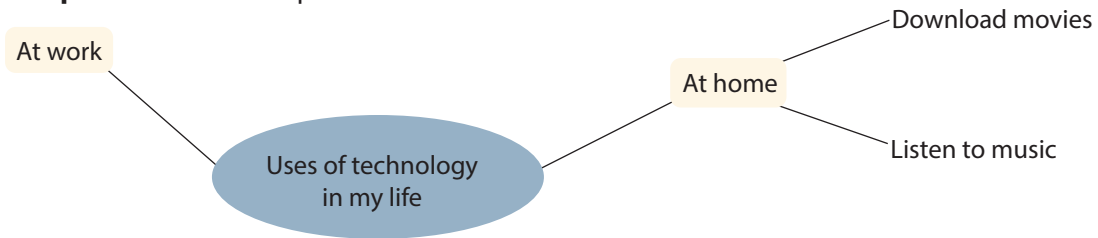
After You Listen

- Review your notes soon after the lecture or presentation. Add any details you missed.
- Clarify anything you don't understand in your notes with a classmate or teacher.
- Add or highlight main ideas. Cross out details that aren't important or necessary.
- Use arrows, boxes, diagrams, or other visual cues to show relationships between ideas.

Organizing Information

Use graphic organizers to take notes or to organize your notes.

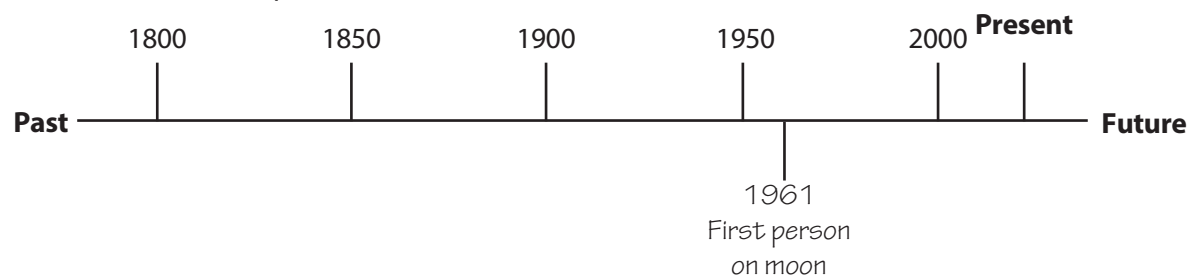
Spider maps show relationships.



T-charts compare two topics.

Tourists and Tourism	
Pros (For)	Cons (Against)
brings money to town	town becomes too crowded

Timelines show a sequence of events.



Venn diagrams show the differences and similarities between two or more things.

