

# The 10-Step Guide to Note-Taking

**1** Before you start taking any notes, get clear on why you're attending the talk or meeting. Think of your notes as a guide to your learning and development. Your notes form part of a working document that you'll return to and add to later.

**2** Think about whether a point is noteworthy before you write it down. Don't take notes for the sake of taking notes. You probably only really need to make notes on things that are new to you.

**3** Don't write everything that's said, word for word. That would be transcribing, which is an altogether different skill. Concentrate on the key points, remain alert and attentive, and listen to what's being said.

**4** Write in your own style and use your own words. You don't need to worry too much about spelling, grammar, punctuation, or neatness as long as you can read your notes later and they make sense to you.

**5** Try to use concise points. Write single words or phrases or short sentences. Use bulleted or numbered lists if necessary. If you're using a pen and paper, it's easy to join ideas and concepts with linking lines.

**6** Use abbreviations to help you. Just note what they mean!

**7** Write out items in full if they make no sense shortened. This includes names, contact details, dates, URLs, references, book titles, formulas, etc.

**8** Underline, indent, circle, or highlight key information. Choose whatever system works for you to emphasize the most important points and add structure to your notes.

**9** Use some sort of shorthand system that you'll understand later. Develop this system as you become more skilled at note-taking.

**10** Don't panic if you miss something. You can usually ask the speaker to repeat a point or ask a colleague or peer after the event. Make a note to remind yourself to do this.



GNP = Gross national product  
SEC = Securities and Exchange Commission  
WHO = World Health Organization



## After the event:

**Review and, where necessary, rework your notes.**

- Fill in any gaps, adding content and further research.
- If your notes are handwritten, you may want to type them into a computer.
- The more you interact with your notes, the more you'll remember and ultimately learn.

**Share and compare your notes with a colleague or peer.** If possible, discuss and fill in any gaps together.



# Essentials And Notetaking Guide

**Kenton Lin**



## **Essentials And Notetaking Guide:**

The book delves into Essentials And Notetaking Guide. Essentials And Notetaking Guide is a crucial topic that needs to be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Essentials And Notetaking Guide, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
    - Chapter 1: Introduction to Essentials And Notetaking Guide
    - Chapter 2: Essential Elements of Essentials And Notetaking Guide
    - Chapter 3: Essentials And Notetaking Guide in Everyday Life
    - Chapter 4: Essentials And Notetaking Guide in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, this book will provide an overview of Essentials And Notetaking Guide. The first chapter will explore what Essentials And Notetaking Guide is, why Essentials And Notetaking Guide is vital, and how to effectively learn about Essentials And Notetaking Guide.
  3. In chapter 2, this book will delve into the foundational concepts of Essentials And Notetaking Guide. The second chapter will elucidate the essential principles that must be understood to grasp Essentials And Notetaking Guide in its entirety.
  4. In chapter 3, the author will examine the practical applications of Essentials And Notetaking Guide in daily life. The third chapter will showcase real-world examples of how Essentials And Notetaking Guide can be effectively utilized in everyday scenarios.
  5. In chapter 4, this book will scrutinize the relevance of Essentials And Notetaking Guide in specific contexts. This chapter will explore how Essentials And Notetaking Guide is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, the author will draw a conclusion about Essentials And Notetaking Guide. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Essentials And Notetaking Guide.

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