

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!

GNP = Gross national product

SEC = Securities and Exchange Commission

WHO = World Health Organization

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.

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

Zina O'Leary



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A Speaker's Guidebook with The Essential Guide to Rhetoric Dan O'Hair, Rob Stewart, Hannah Rubenstein, 2011-10-26 A Speaker's Guidebook is the best resource in the classroom on the job and in the community Praised for connecting with students who use and keep it year after year this tabbed comb bound text covers all the topics typically taught in the introductory course and is the easiest to use public speaking text available In every edition hundreds of instructors have helped us focus on the fundamental challenges of the public speaking classroom Improving on this tradition the fifth edition does even more to address these challenges with stronger coverage of overcoming speech anxiety organizing and outlining and more And as the realities of public speaking change so does A Speaker's Guidebook the new edition also focuses on presentational speaking in a digital world from finding credible sources online to delivering presentations in a variety of mediated formats From product description

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Research Catherine Cassell, Gillian Symon, 2004-04-28 Essential Guide to Qualitative Methods in Organizational Research is an excellent resource for students and researchers in the areas of organization studies management research and organizational psychology bringing together in one volume the range of methods available for undertaking qualitative data collection and analysis The volume includes 30 chapters each focusing on a specific technique The chapters cover traditional research methods analysis techniques and interventions as well as the latest developments in the field Each chapter reviews how the method has been used in organizational research discusses the advantages and disadvantages of using the method and presents a case study example of the method in use A list of further reading is supplied for those requiring additional information about a given method The comprehensive and accessible nature of this collection will make it an essential and lasting handbook for researchers and students studying organizations

The American Journey, Early Years, Reading Essentials and Note-Taking Guide Workbook McGraw-Hill, 2008-04-15 Reading Essentials Reinforce critical concepts from the text and help students improve their reading for information skills with this essential resource written 2 3 grade levels below the Student Edition

The Essential Special Education Guide for the Regular Education Teacher Edward Burns, 2007 The Individuals with Disabilities Education Act IDEA of 2004 has placed a renewed emphasis on the importance of the regular classroom the regular classroom teacher and the general curriculum as the primary focus of special education This book contains over 100 topics that deal with real issues and concerns regarding the regular classroom and the special education process These concerns range from requirements for referring a child for an individual evaluation school discipline classroom based assessment IEP meetings inclusion and mainstreaming and various legal requirements relating to IDEA Section 504 of the Rehabilitation Act of 1973 and the No Child Left Behind act It stresses the importance that every child with a disability must have goals to enable the child to be involved in and make progress in the general education curriculum Other issues interspersed within this text include classroom needs the planning of individualized education programs and participation in all aspects of the general curriculum In order to achieve these goals support for the regular classroom teacher must be provided so that children with disabilities can be involved in and make progress in the curriculum and participate in nonacademic activities

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Mellinger,2024-10-07 The Routledge Handbook of Interpreting and Cognition provides an overview of the interrelated nature of interpreting and cognition The Handbook presents in depth discussions of cognitive aspects of the task of interpreting and how researchers and practitioners alike have applied these findings to the practice of interpreting With contributions from scholars working within multiple theoretical and methodological paradigms across various disciplines this Handbook allows readers to engage with current thinking on cognitive processes behaviors and activities in a single space The volume traces the historical progression of cognitive inquiry into interpreting on various topics highlighting methodological advances and possibilities that can further our understanding of this cross language activity With an editor s introduction and 25 chapters by global authorities the Handbook offers broad coverage of cognitive aspects of interpreting while identifying new avenues for future research This is an essential reference for students and researchers of interpreting in translation and interpreting studies as well as those interested in cognitive aspects of interpreting in bilingualism second language acquisition cognitive psychology and beyond

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Developing Content Area Literacy Patricia A. Antonacci,Catherine M. O'Callaghan,Esther Berkowitz,2014-10-30 Forty evidenced based strategies for integrating literacy instruction into the content areas Providing unique content on assessment differentiated instruction technology and reflective practice Developing Content Area Literacy Second Edition is designed to help busy middle school and secondary teachers meet the challenge of addressing the literacy learning needs of all students including English language learners Each of the 40 evidence based strategies is organized around eight essential areas of literacy instruction academic vocabulary reading fluency narrative text informational text media and digital literacies informational writing critical thinking and independent learning Each topic has five strategies from which to choose giving teachers ample variety to meet the diverse needs of the classroom

Internship, Practicum, and Field Placement Handbook Brian N. Baird,2015-07-14 The Internship Practicum and Field Placement Handbook Seventh Edition is a practical guide to the real world knowledge and skills that students need when they begin working in the field of mental health This text guides interns through every phase of the internship process from finding placements to concluding relationships with clients and

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

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