

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

Jicheng Xie



Essentials And Notetaking Guide:

Unveiling the Power of Verbal Beauty: An Mental Sojourn through **Essentials And Notetaking Guide**

In a world inundated with screens and the cacophony of quick interaction, the profound energy and emotional resonance of verbal art often disappear into obscurity, eclipsed by the continuous barrage of sound and distractions. However, set within the lyrical pages of **Essentials And Notetaking Guide**, a captivating work of fictional splendor that impulses with organic emotions, lies an memorable journey waiting to be embarked upon. Composed by way of a virtuoso wordsmith, that enchanting opus instructions visitors on an emotional odyssey, softly revealing the latent possible and profound influence embedded within the complicated internet of language. Within the heart-wrenching expanse with this evocative examination, we will embark upon an introspective exploration of the book is main styles, dissect their fascinating publishing design, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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