

Notetaking for Retention

Agenda



Notetaking in Lectures



Notetaking for Readings



Notetaking from Videos



Leveraging Tech

Tips for Lecture Notes

Listening to and following a lecture can prove an arduous undertaking.

The listener may face challenges related to:

- vocabulary
- accent
- digressions
- rate of speech
- possible unfamiliarity with the lecture content

Traditional Methods

Guided Notes: using a handout or slides as a map of the lecture

- Better use: exact recall
- Bonus: study guide

Cornell Method

- Best use: to synthesize and apply learned knowledge

SQ4R:

- **Survey** heading. Make a list
 - **Question.** Convert headings into questions
 - **Read** while considering the questions.
 - **Respond** to questions
 - **Relate** the concepts to one another
 - **Review** the notes
-

Good Practices: Taking Lecture Notes

Good notes should can help
in 3 ways:

```
graph TD; A[Good notes should can help in 3 ways:] --- B[Relate the lecture to the readings]; A --- C[Help you understand the lecture]; A --- D[Help you answer questions after the lecture];
```

Relate the
lecture to the
readings

Help you
understand the
lecture

Help you answer
questions after
the lecture

Lecture Notes Dos:

Write neatly! Notes are pointless if they are illegible

Write main points

Listen for cues and write important stuff:

- Facts
- Dates
- Names

Use shortcuts, writing takes more time than speaking, but don't overdo it. You need to remember your shorthand. Might want to make a key until you get it.

- abbreviations (req'd for required)
- acronyms (AL for Aluminum)
- Symbols (~ for about)
- Shorter synonyms (Law vs legislation)

Examples of shorthand
• $X \rightarrow Y$: X (causes, leads to, produces) y
• b/c (because)
• B4 (before)
• Def (definition)
• Ea: each
• E.g. or ex: example
• Use your algebraic symbols: • $<$, $>$, $=$, Δ

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Lecture Note DON'Ts

Try to capture lecture notes verbatim. Notes should be efficient (the most information w/ the least words).

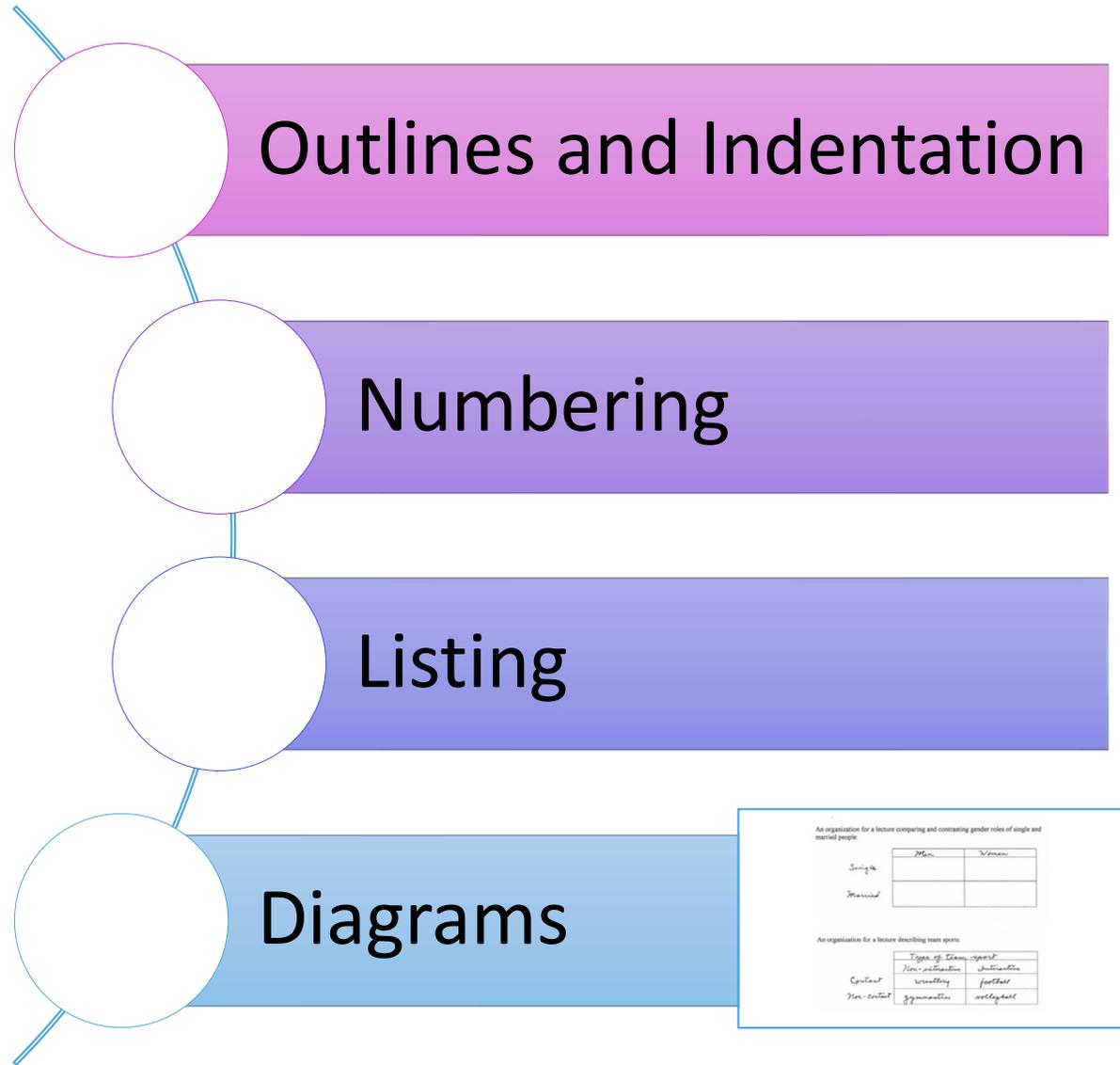
Worry about spelling and grammar

Just write unconnected words. Stick to phrases and IUs

Worry if you miss something. Don't try to ask. Just leave a space in your notes. Ask later!

Stress. Learning is supposed to be an enjoyable experience. Do not let taking notes get you stressed out. After a few tries, you come fairly good at picking out the important information; the content worthy of being written down.

Visual Organization Techniques



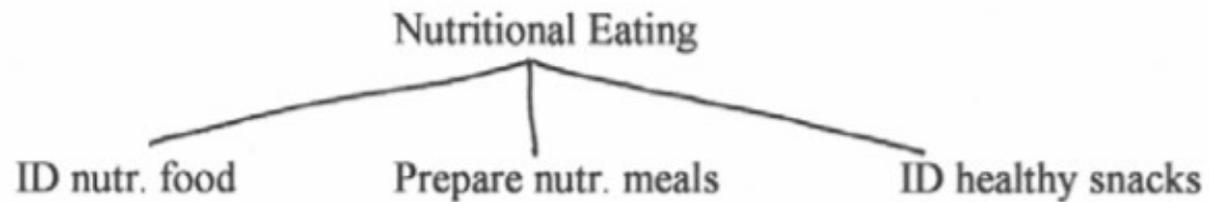
An organization for a lecture comparing and contrasting gender roles of single and married people:

	<i>Men</i>	<i>Women</i>
<i>Single</i>		
<i>Married</i>		

An organization for a lecture describing team sports:

	<i>Type of team sport</i>	
	<i>Non-interactive</i>	<i>Interactive</i>
<i>Contact</i>	<i>wrestling</i>	<i>football</i>
<i>Non-contact</i>	<i>gymnastics</i>	<i>volleyball</i>

An organization for a lecture on nutritional eating: (Excerpts from lecture follow)
"Today we're going to consider nutritional eating, including how to identify nutritional food, how to prepare nutritious meals, and how to identify healthy snacks."



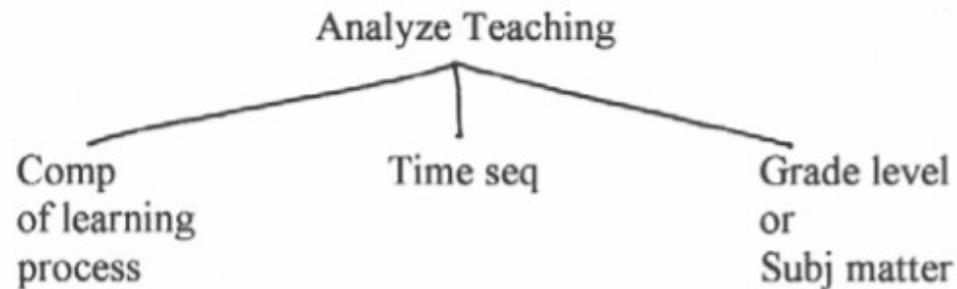
OR

Nutritional Eating

1. ID nutr. food
2. Prepare nutr. meals
3. ID healthy snacks

An organization for a lecture on teaching: (Excerpts from lecture follow)

"Teaching can be analyzed in the following three ways. It can be analyzed according to the components of the learning process.... It can also be analyzed according to the time sequence of It can also be analyzed according to grade level or subject matter...."



OR

Analyze Teaching

1. Comp of learning process
2. Time seq
3. Grade level or subj matter

Taking notes from TED Talks and other videos

When possible locate the transcript and take the following steps:

Stage	Activity	Description	Intended Goal
1	Chunking with the transcript	students put a slash (/) on the transcript to indicate IUs	To help notetakers segment content into meaningful chunks while dealing with rate of speech
2	Marking the transcript	Use symbols to indicate: <ul style="list-style-type: none">• main and supporting ideas,• examples,• transitions,• redundancies,	To help notetakers separate information into various levels of importance and to recognize textual features of lectures; to help in the identification of what should be noted and what (probably) should not
3	Writing verbatim notes	<ol style="list-style-type: none">1. listen to short segments (30s–1m) of the text,2. write down key words verbatim;	To help notetakers catch and record information in real time ; to help them recognize which words are important and which (probably) are not
4	Simplifying notes	<ol style="list-style-type: none">1. listen to longer segments (1–2m),2. write verbatim notes if necessary while also trying to write notes in simplified form (if possible)	To help notetakers practice being efficient and making effective choices when simplifying notes

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Notetaking from Readings

Highlighting

Tips and tricks



Highlighting Key

- Thesis
- Supporting Ideas & Headings
- Key terms and definitions
- Cases/examples
- Names

Colour Coding

Business Notes

-  main concepts
-  terms

Biology Notes

-  head topic
-  sub topic
-  terms
-  examples
-  others

Case Briefing

{ case name & citation } Name of case, issuing ct, date of opinion

facts Facts that have (or could have) bearing on decision

procedure how case got to where it stands at time of opinion

issue main issue/question facing the court (make narrow as possible)

holding simple answer to the issue, to be elaborated in "reasoning"

{ reasoning identifies pre-existing legal rules relevant to resolving matter

{ rule must contain reasoning behind pre-existing rules and new case's holding

disposition procedural disposition of the case after court's decision

dissent not in every case, but probably important if assigned

other other important things of note or things I don't understand

Taking Notes

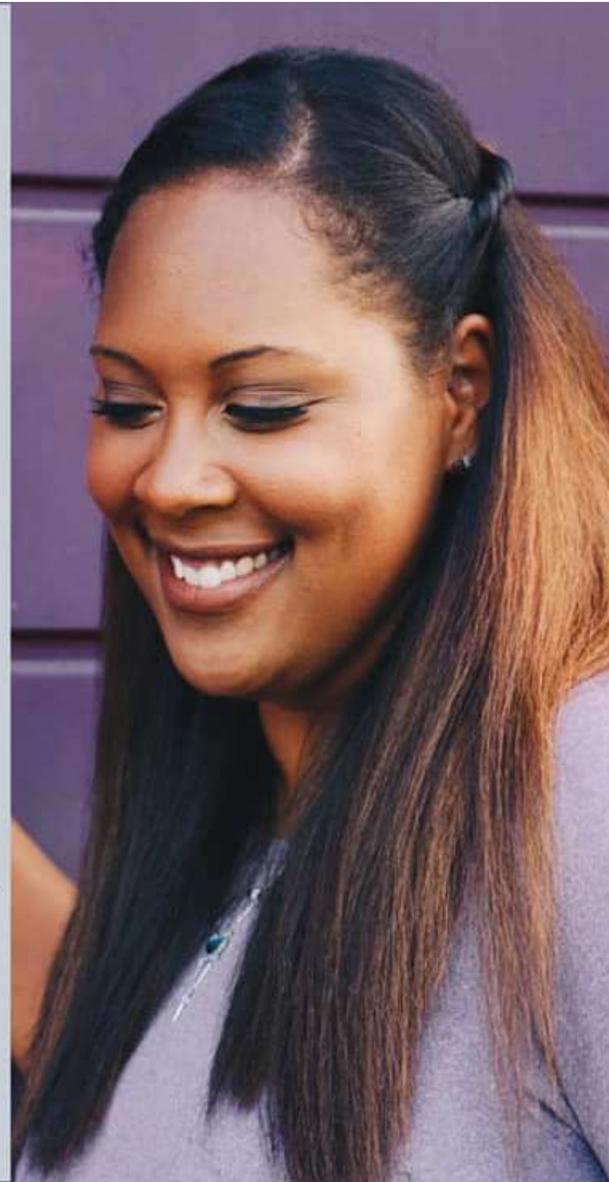
1. Download the onenote app (evernote/word document)
2. Open the assigned text/reading/article
3. Read the pertinent points aloud and dictate using Voice-to-text in onenote app.
4. Format (i prefer to do this on the pc and make it pretty)

Benefits:

1. At this point you have handled the information 3 times: you've read it, spoke it, and stratified it. You've studied.
2. You have handy study guides/cheat sheets for future tests, papers or presentations.
3. You will never have to reread that text/atticle again.

Make technology work for you!

#subversivesocialwork



Making long readings/articles (online) less painful

1. If possible, open the pdf in word
2. In the search bar type "read aloud"
3. Pause to highlight important points

Enjoy and take notes as you listen.

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