

# NOTE-TAKING

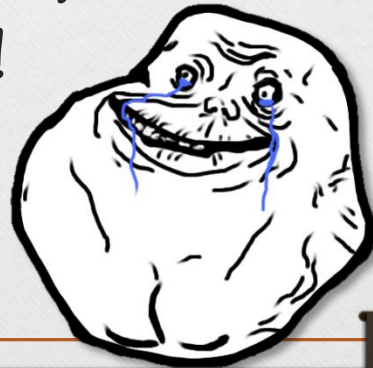
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Skills & Tips

# CONSIDER THIS:

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- Average student writes 1/3 word per second
- Teacher on average talks 2 to 3 words per second
- On average you are getting 1 out of 10 words!
- **Problem?**
- The more you write the further behind you become!!





Therefore, you need to  
take *skilled notes* in class!

# WHY TAKE NOTES?

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- You will remember the material better  
(facts & concepts)
- You will be able to study for tests better  
(organization & memorization)
- You will be better prepared for beyond high-school  
(college and/or career skills)
- You will become a **BETTER LEARNER!**  
(learning should be the main goal!)

[http://www.crlt.umich.edu/sites/default/files/resource\\_files/CRLT\\_no16.pdf](http://www.crlt.umich.edu/sites/default/files/resource_files/CRLT_no16.pdf)

<http://www.psychologicalscience.org/index.php/news/releases/take-notes-by-hand-for-better-long-term-comprehension.html>

<http://wac.colostate.edu/journal/vol16/boch.pdf>





BE A BETTER  
LEARNER

---

NOT A BETTER  
RECORDER



TO BE A  
BETTER LEARNER

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BE A BETTER  
LISTENER



# POINT #1

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Don't write down  
every word said or seen

## (a) During lecture / PowerPoint

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Concentrate on **KEY WORDS**:  
numbers, dates, terms, people, events



## (b) During lecture / PowerPoint

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Use **ABBREVIATIONS** for middle words  
to cut down on your amount of writing

# COMMON ABBREVIATIONS

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b/c= because

w/= with

w/out= without

w/in= within

+ , &= and

gov= government

b/f= before

\*= important

Intro= introduction

$\Delta$ = change

cont.= continue

re:= regarding

esp.= especially

Q= question

A= answer

bkgd= background



## SYMBOLS & ABBREVIATIONS FOR NOTE TAKING

<b>&amp;</b>	and	<b>govt</b>	government
<b>=</b>	is, are I	<b>mpt</b>	important
<b>≈</b>	about, approximately	<b>ea</b>	each
<b>&gt;</b>	more than	<b>tho</b>	though
<b>&lt;</b>	less than	<b>thro</b>	through
<b>#</b>	number	<b>probs</b>	problems
<b>x</b>	times	<b>min</b>	minimum, least
<b>→</b>	leads to, caused	<b>max</b>	maximum, most
<b>Δ</b>	change	<b>btwn</b>	between
<b>/</b>	or	<b>bkgd</b>	background
<b>∴</b>	therefore	<b>vs</b>	versus, against
<b>↑</b>	increase, grow, gain	<b>qty</b>	quantity (amount)
<b>↓</b>	decrease, loss	<b>hv</b>	have
<b>♀</b>	female, woman, girl	<b>N.B.</b>	note well (important)
<b>♂</b>	male, man, boy	<b>e.g.</b>	for example
<b>yrs</b>	years	<b>i.e.</b>	that is
<b>@</b>	at	<b>cp (cf)</b>	compare
<b>w/</b>	with	<b>ct</b>	contrast
<b>w/o</b>	without	<b>B4</b>	before
<b>w/i</b>	within	<b>p</b>	after
<b>wrt</b>	with respect to	<b>q</b>	every
<b>re:</b>	regarding	<b>ASAP</b>	as soon as possible
<b>b/c</b>	because	<b>STAT</b>	immediately
<b>s/t</b>	something	<b>f</b>	frequently (often)
<b>s/o</b>	someone		

## (c) During lecture / PowerPoint

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**LISTEN** for word signals, repeated phrases, emphasis, summaries, conclusions

REALLY LISTEN TO WHAT IS SAID!



# LISTENING EXAMPLES

## of KEY PHRASES & WORDS

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- “For example...” “One example would be...”
- “This is an important point...” “Put a star by this...”
- “There are two points of view about this...”
- “The outcome of all this...”
- “Why do you think...”
- “The importance of this is/was...”
- “This will be on the test/quiz...”
- “In conclusion...” “Bringing it all together...”

## BETTER LISTENING TIPS!

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- **FOCUS** on what is being said not merely seen!
- **FOCUS** on key words and phrases
- **FOCUS** on your focusing! What do I mean?
  - Become aware of when you are getting distracted!
  - Purposefully redirect yourself back to what is being said!
  - Not an interesting subject? **MAKE IT** interesting!
  - **FORCE YOURSELF** to engage with what you learn!



(d) During lecture / PowerPoint

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**ASK QUESTIONS** about what is being taught and how everything connects

# PRACTICE

**Take out a piece of paper & practice writing notes on the below using the skills you learned:**

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World War II was a global war that lasted from 1939 to 1945. It involved the vast majority of the world's nations who eventually formed two opposing military alliances: the Allies and the Axis. It was the most widespread war in history, in which more than 100 million people from over 30 countries fought. It was marked by mass deaths of civilians, including the Holocaust (during which approximately 11 million people were killed) and the strategic bombing of industrial and population centers. It resulted in an estimated 65 million to 85 million deaths, making it the deadliest conflict in human history.



# POINT #2

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Organize your notes with style,  
color, and/or symbols systems

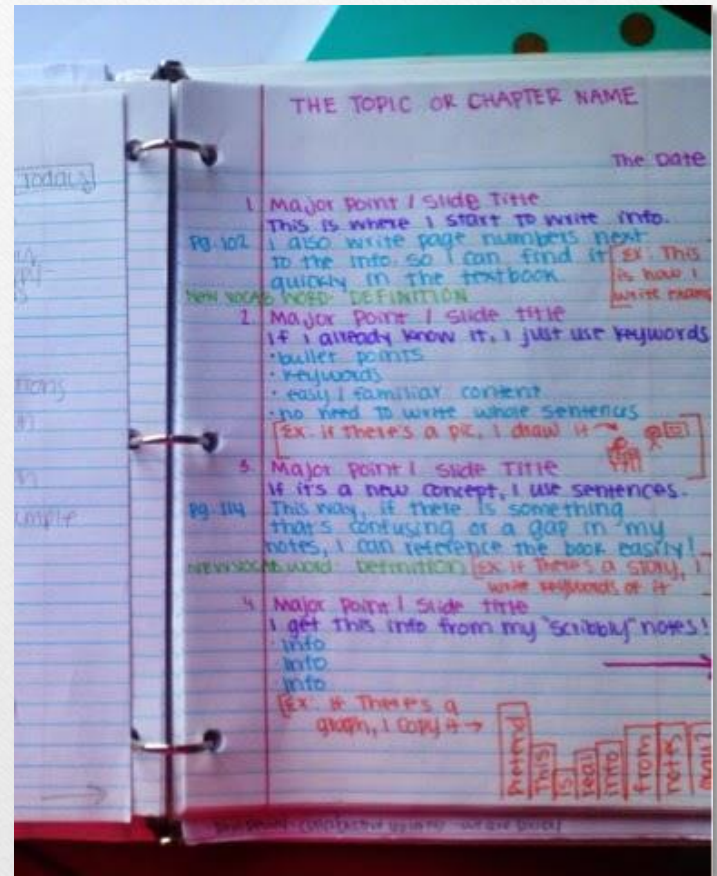
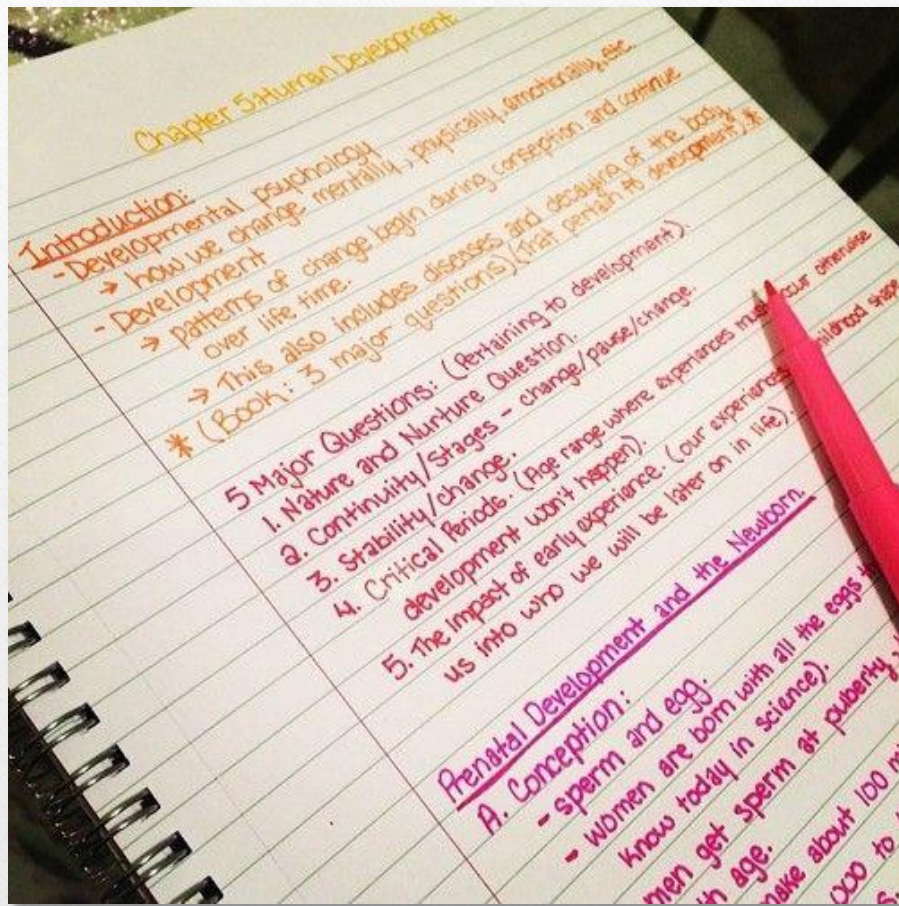
# YOU NEED TO

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Have **your own system** for writing notes, **but** that system needs to be **organized & structured** to help you better study & learn the material!



# Bullets, Numbers, Color









09-30-13

# MEDIA EDUCATION

\* Why study media?

- media saturation
- media influence
- media & democracy
- manufacture of information
- importance of visual info
- educating the future

Purpose

Message

\* Key Concepts:

- Purpose (inform, entertain, persuade)
- Values
- Representation
- Codes, Conventions
- Production
- Interpretation and Influence
- Media Industry
- Media Regulation

# CORNELL NOTES

**CUE**

**NOTETAKING**

Who was Hannibal?

What was his position and why is he famous?

Who did he fight?

What type of animal was he?

A. Son of Hamilcar Barca

1. Brothers were Hasdrubal and Mago
2. Brother-in-law Hasdrubal the Fair

B. Punic Carthaginian military commander

1. Considered to be one of the greatest military commanders in history

C. Fought the Romans in the 2nd Punic War

1. 218-203 B.C.
2. Crossed the Alps
  - a. Apparently that was pretty hard

D. Was a human

1. Not a duck

**SUMMARY**

Hannibal was the son of Hamilcar Barca and one of the greatest commanders in history. He fought the Romans in the 2nd Punic War and was not a duck.



2.5"

# CORNELL NOTE TAKING \*

## CUE COLUMN

This section is to be completed after the lesson/lecture, and should include key words or phrases as well as vocabulary, people or case studies you may need to research, and potential exam questions.

I guess you could say this column is for the

WHAT'S  
WHO'S  
WHEN'S and  
WHERE'S

6"

Name, Date, Subject, Topic...

## NOTE TAKING COLUMN

This section of your page is dedicated to lesson time and in class note taking. You might want to include:

- Main points and lesson objectives
- Diagrams, graph sketches, drawings or charts
- Bullet points/numbered processes
- Concise sentences
- Shorthand symbols/paraphrases/abbreviations

Also, try to leave lines between points so you can go back in and add any brief notes you may have missed. This extra space will also give you a sense of clarity.

You don't have to use a ruled line version - try one with a blank note taking section to experiment with mindmaps, tables or whatever takes your fancy - make it personal to you.

You might say this column is for the

WHY'S and  
HOW'S

with some of these guys thrown in.

ALSO  
If you really run out of space, add a post-it, but do try to summarise on just one page!

## SUMMARY SECTION

2"

This section should be written last, after class. It should also only really contain a basic, condensed summary of your notes in the Cue column, and important details of your main notes. It is used to quickly find & digest info later.



# Chapter 8: The 1st World War

**June 1914:** Archduke Franz Ferdinand is killed in Sarajevo.

**May 1915:** German U-boat sinks the Lusitania, killing 128 Americans.

**August 1920:** The 19th Amendment, giving women the right to vote.

**June 1919:** The Treaty of Versailles officially ends World War I.

**1918 & 1919:** an influenza epidemic killed millions of people including some 675,000 Americans.

**February 1915:** Germany sets up a submarine blockade of England.

**November 1917:** Lenin & Bolsheviks take control of Russia.

**January 1918:** President Wilson presents his 14-point plan for world peace.

**Alliances, 1914:** Great Britain, France, Russia

**Triple Entente**

**Germany, Austria-Hungary, Italy**

**Fighting in the Trenches:** worked during bombardment to help the end of the stream of wounded men.

**airplanes** helped ground units direct artillery fire w/ great accuracy.

**hand grenades** land at advancing troops.

**gas mask** to protect eyes, nose, & throat

**Financing the War:** all encouraged the purchase of war bonds.

**2002:** respiratory virus called Severe Acute Respiratory Syndrome (SARS) emerged in China.

**Propaganda poster:** to gain support for the war effort, officials in the U.S. hired skilled artists to create posters that would build public support & increase recruitment.

**Nov. 11, 1918:** the allies & Germany sign an armistice

**Women's Suffrage:** men to vote, women to vote

**PATRIOTISM**

**JOIN NOW ...**  
everyone is doing it!

**RIP Archduke Franz Ferdinand**

**LUSITANIA**

**World Peace**

**Triple Entente**

**Germany, Austria-Hungary, Italy**

**Fighting in the Trenches:**

**airplanes**

**hand grenades**

**gas mask**

**Financing the War:**

**2002: respiratory virus called Severe Acute Respiratory Syndrome (SARS) emerged in China.**

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**Nov. 11, 1918: the allies & Germany sign an armistice**

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**PATRIOTISM**

**JOIN NOW ...**

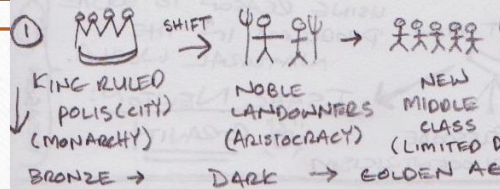
# VISUAL NOTE TAKING



150 BC - 133 BC  
**GREECE**

**SOURCES OF DEMOCRACY** CHP 1

DIRECT / IN-DIRECT



**ALEXANDER THE GREAT**

- HELLENISM - SPREAD OF GREEK CULTURE
- CONQUERED PERSIA / EGYPT

DEMOCRACY: OF THE PEOPLE

SUSPICIOUS OF DEMOCRACY

**NATIONS OF GREECE**

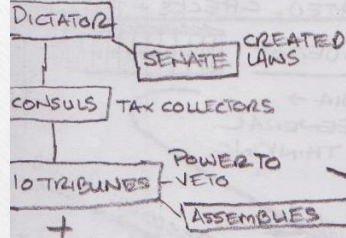
<b>SPARTA</b> WARRIORS OLIGARCHY	<b>ATHENS</b> LIMITED DEMOCRACY	<b>CORINTH</b> TRADE CENTER OLIGARCHY
LEGISLATURE →		

**PHILOSOPHERS**

- USED OBSERVATION / REASON
- LOVE WISDOM
- PLATO**  
REPUBLIC  
- REJECTED ATHENIAN DEMOCRACY  
- IDEAL SOCIETY INTO 3 CLASSES
- ARISTOTLE**  
POLITICS  
- CONSTITUTIONAL GOVT. RULED BY MIDDLE CLASS  
- RULE OF LAW  
- DICTATOR

**ROME** 509 BC - 500 AD

① **REPUBLIC** - THING OF THE PEOPLE



SYSTEM OF CHECKS + BALANCES

**ROMAN LAW**: 12 TABLES = UNITY + JUSTICE

- (ONLY APPLIED TO ROMAN CITIZENS)
- CIVIL LAW** - BASED ON LAWS OF NATURE (LAW OF NATIONS)
- NATURAL RIGHTS
- DECLARATION OF INDEPENDENCE

**RELIGION**:

- ③ **CHRISTIANITY** - BELIEF IN ONE GOD
- Jews - BELIEVE IN TORAH + 10 COMMANDMENTS
- JESUS** - GOLDEN RULE, LOVE NEIGHBOR AS YOURSELF

**ENGLAND / MIDDLE AGES**

**FUELDUM** GOVT SYSTEM BASED ON LAND  
 500-1000 AD  
 KING / LORDS / KNIGHTS / SERFS

**COMMON LAW** ENGLISH LEGAL SYSTEM BASED ON CUSTOM + COURT RULINGS.  
 1154 AD

**BLACK DEATH** - 1348-1350

**RENAISSANCE** - 1500  
 REBIRTH OF GREEK + ROMAN IDEAS

**REFORMATION** - 1517  
 PROTEST OF CATHOLIC CHURCH IDEAS  
 - MARTIN LUTHER - 95 THESES

MEDICI FAMILY

**MICHELANGELO** DAVID SIXTEENTH CHAPEL  
**LEONARDO DA VINCI** MONA LISA

**1689 ENGLISH BILL OF RIGHTS**

- NO FINES
- RIGHT TO BEAR ARMS
- RIGHT TO BRING CASE BEFORE KING w/out PUNISHMENT

REPEAT OF SOME MAENA CARTA

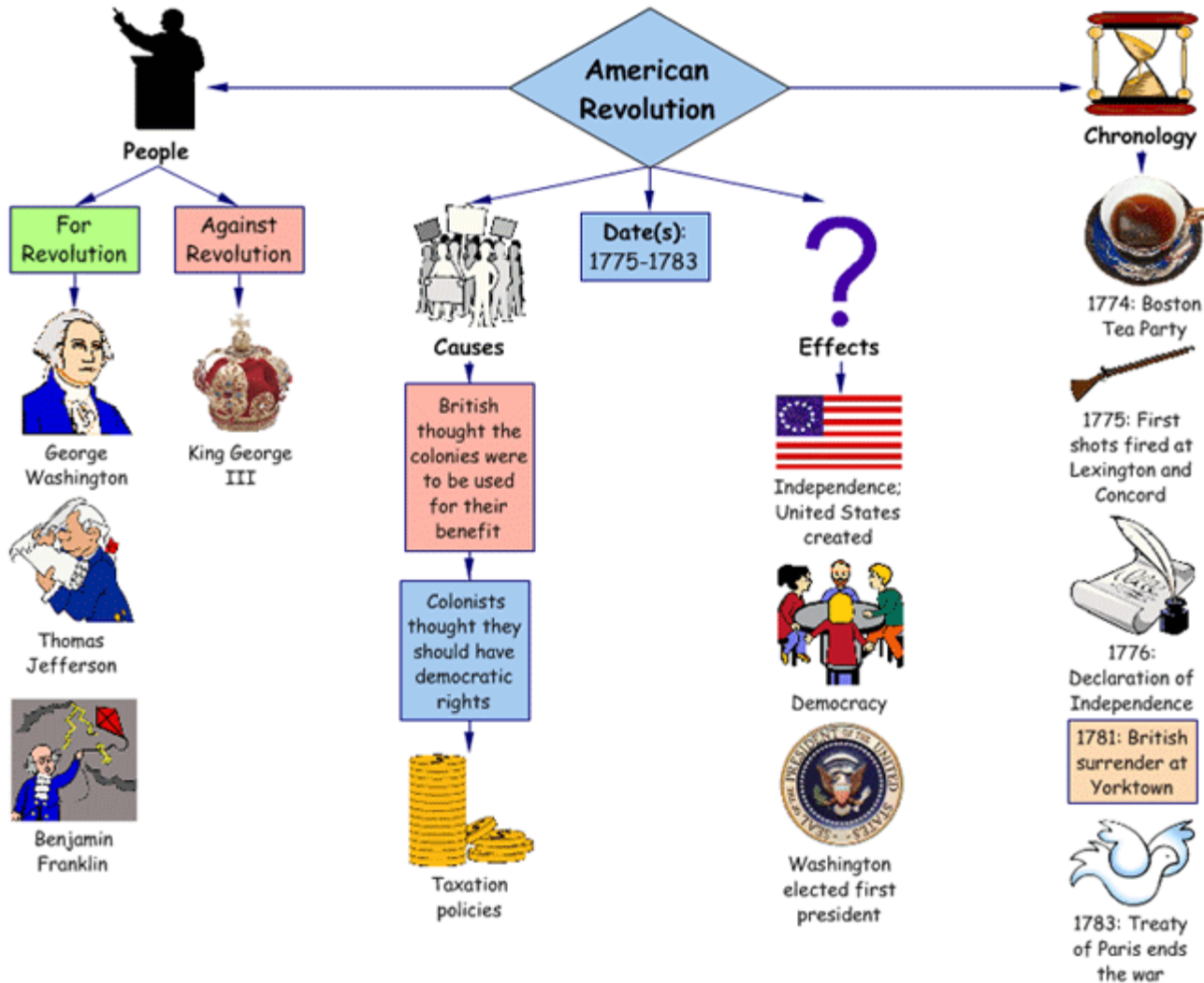
**1215 AD MAGNA CARTA**

- WHY? BRING AN END TO ARBITRARY ACTS BY KING / HEAVY TAXES.
- WHAT? RIGHT TO DUE PROCESS PROTECTION OF LIFE, LIBERTY OR PROPERTY.



# MIND MAPPING

This exemplar corresponds with the *Revolution* activity found in the *Kidspiration Starter*>*Activities*>*Social Studies*.







# POINT #3

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**REVIEW** your notes rather than  
cramming your notes



Being able to  
copy down or cram things  
DOESN'T MEAN YOU  
**KNOW** ANYTHING!

To **know** what you  
write down in class

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YOU NEED to *review* & if  
needed *revise* your notes





## **TRY TO KEEP:**

- Looking over your notes throughout the week
- Spending about 15 minutes a day if you can!
- Writing down questions about your notes

## **KEEP FROM:**

- Waiting weeks before review – do within 24 hrs!!
- Disorganized notes, binders
- Just copying down a buddies notes without reading them



**DEFINITELY**

DON'T wait  
until the night  
before a test to  
have read over  
your notes!





# REMEMBER & TRY TO APPLY SOME OF THESE:

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- (1) Don't write down every word said or seen**
  - (a) Look for and write down **KEY WORDS**
  - (b) Use **ABBREVIATIONS** to help you write less
  - (c) **LISTEN** for various word signals being used by instructor
  - (d) Ask **QUESTIONS** about what your are writing
- (2) Organize notes with style, color & symbols**

Bullets, Color, Numbers, Cornell, Visuals, Mapping
- (3) Review your notes rather than cramming**

Look over regularly, don't wait, keep organized!

YOU ARE ULTIMATELY  
RESPONSIBLE

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For what your *learn*