

Note-taking -

Note-taking (sometimes written as **notetaking** or **note taking**) is the practice of recording [information](#) captured from another source. By taking notes, the writer records the essence of the information, freeing their mind from having to [recall](#) everything. ^[1] Notes are commonly drawn from a transient source, such as an oral discussion at a meeting, or a lecture (notes of a meeting are usually called [minutes](#)), in which case the notes may be the only record of the event.

Reasons for note-taking[[edit](#)]

Note-taking is an important [skill](#) for [students](#), especially at the [college](#) level. In some contexts, such as college lectures, the main purpose of taking notes may be to implant the material in the mind, the written notes themselves being of secondary importance.

Linear note-taking[[edit](#)]

Linear note-taking is the process of writing down information in the order in which you receive it.

Outlining[[edit](#)]

Outlining ^[8] is one of the most common note-taking systems. Notes and thoughts are organised in a structured, logical manner, reducing the time needed to edit and review, allowing a lot of information to be digested in a short period of time. Outlining is less effective^{[[citation needed](#)]} for classes that involve many formulas and graphs, like mathematics or [chemistry](#). In these situations, a system such as [Cornell Notes](#)^[9] may be superior.

[Outlines](#) generally proceed down a page, using headings and [bullets](#) to structure information. A common system consists of [headings](#) that use [Roman numerals](#), letters of the [alphabet](#), and [Arabic numerals](#) at different levels. A typical structure would be:

- I. First main topic
 - A. Subtopic
 - 1. Detail
 - 2. Detail
 - 3. Detail
 - B. Subtopic
 - 1. Detail
 - 2. Detail
 - 3. Detail
- II. Second main topic
 - A. Subtopic

1. Detail
2. Detail
3. Detail

B. Subtopic

1. Detail
2. Detail
3. Detail

However, this sort of structure has limitations in non-digital form since it is difficult to go back and insert more information. Adaptive systems are used for paper-and-pen insertions, such as using the reverse side of the preceding page in a spiral notebook to make insertions. Or one can simply leave large spaces in between items, to enable more material to be inserted. (For information about application software that supports outlining, see [Category: Outliners](#).)

Computerized note-taking, whether with a [word processor](#), outliner software, or a digital notebook program such as [OneNote](#), [Evernote](#), or [TiddlyWiki](#), allows note-takers to revise easily and add more entries or rows to the outline.

Sentence method[\[edit\]](#)

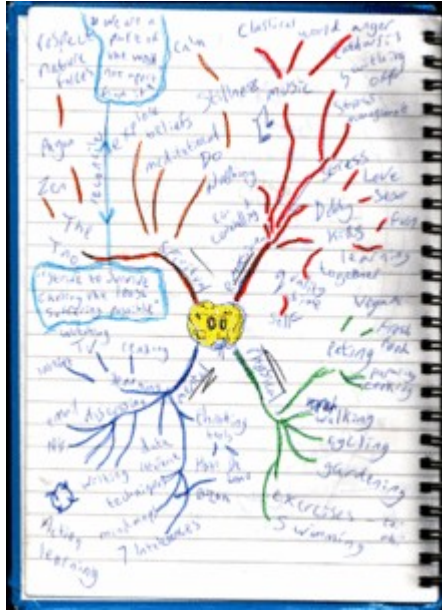
Sentence note-taking is simply writing down each topic as a short, simple sentence. This method works well for fast-paced lesson where a lot of information is being covered. The note-taker records every new thought, fact, or topic on a separate line. All information is recorded but is not organized into major and minor topics. Notes can be numbered or set off with bullets showing where a new thought begins.

Non-linear note-taking[\[edit\]](#)

Approaches to non-linear note-taking include clustering,^[10] [concept mapping](#),^[11] ^[12] [Cornell Notes](#),^[13] idea mapping,^[14] instant replays,^[15] [Ishikawa diagrams](#),^[16] [knowledge maps](#),^[17] learning maps,^[18] [mind mapping](#),^[19] model maps,^[20] the pyramid principle,^[21] [semantic networks](#),^[22] and SmartWisdom.^[23]

Charting[\[edit\]](#)

This method of note taking is useful for subject matter that can be broken into categories, such as similarities, differences, date, event, impact, etc. Charting works best if students are able to identify categories and draw a table prior to the lecture. This method is also useful as an editing tool. Students may review and rewrite notes using the charting method. The method may work well for students who like to organize information neatly and who learn by recognizing patterns.^[24]



A mind map connects ideas together visually

Mapping[edit]

Mapping uses spatial organization and diagrams to assemble information. Ideas are written in a [tree structure](#), with lines connecting them together. [Mind maps](#) are commonly drawn from a central point, purpose, or goal in the center of the page and then branch outward to identify all the ideas connected to that goal. Colors, small graphics, and symbols are often used to help to visualize the information more easily. This note-taking method is most common among visual learners and is a core practice of many accelerated learning techniques. It is also used for planning and writing essays.^[25]

Note Making

Intro, Advantages and Strategies of Note Making

In the world that we live in, we are bombarded with limitless information all the time. But not everything that we hear is worth retaining. Similarly, losing any of the vital details is also not acceptable. And recording these details is where the skill of note making helps us. So, here we will learn why and how to make a note.

Introduction

Come to think of it note making is almost an involuntary exercise! Because whether we wish to or not but we always make note of things that we hear. So, using pen and paper to take and make notes is just an act of regularising and organising these thoughts in the most comprehensive way.

We always take down the notes from a source, therefore, while making notes we should keep in mind that we should not require to go back to the source ever again. So, on one hand, we need to try our best to be brief we should never filter out any unavoidable information.

Thus, there exists a well-defined method along with certain rules that one must follow to optimize their notes and get the best out of them. For example, what to choose as the heading, what and how many subheadings to give etc.



Advantages

- **Personalised Convenience:** Every individual can make notes according to his/her own understanding of the matter. Which means even if the source of two notes is the

same they will be unique because each note-maker is free to personalise their notes in a way he/she finds best.

- **Reversible:** The same way notes help us to make the information, we can write a descriptive account of this information with the help of the notes as well. So, the decompression of the content is possible.
- **Alterable:** With time, as we keep on going through the notes, again and again, we can make changes according to our convenience.
- **Quick Learning:** This point stands in close relation to our first point as we personalise the convenience we make our notes more and more comprehensible. As a result, these notes help us to memorise the source main text more easily and quickly. Because obviously a text better understood is a text better learned!

Strategies to Make a Note

The use of bullet points is something we keep seeing all the time. The basic idea behind this practice is providing a gist about something in a not-easily-forgettable fashion. And the objective of note making is the same; to bring the focus of readers on the most significant information, leaving behind everything else. Now let's study about the strategies one must follow to make appropriate notes, point by point:

Heading/Subheading

To assign a short and best-understood heading and subheading, we need to go through the source content at least twice.

- For the first time just skim through the whole content to find a central idea or the main outline of the topic. This will be our heading which should consist of as few words as possible
- While reading the second time try to be more thorough as this time we are looking for the sub-headings. Which means, you must focus on the subordinate ideas supporting the central theme. The brevity of the sub-heading is still mandatory

Content

Only write the most relevant content for making your notes truly precise. And don't forget to include those important details that you think you will have a hard time recalling later.

- Ignore all the less important things such as unnecessary illustrations, examples, etc.
- Mention the maximum of information point-wise but do pay attention that the information is complete

- Divide and sub-divide the content in a logical manner and make the notes according to the same sequence
- Never put in your own interpretations. You may write the given conclusions in your own words but don't add your own opinions

Readability

There are certain tips and trips one can use to avoid any ambiguity and make the notes more catchy.

- Provide headings, sub-headings and sub-sub-headings(if present) with proper numbering; relating anything with numbers always makes it easy to by-heart!
- Don't leave unnecessary spaces to eliminate any confusion
- Make use of as many abbreviations as possible but it should not come at the expense of poor comprehension