



Note Taking

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Purpose of note taking

- ♣ Record in semi-permanent form
 - Main points/ideas
 - Supporting points
 - Examples
- ♣ Reduce reading to manageable length
- ♣ Reflect on the material given
- ♣ Review the material
- ♣ Remember

Types of lectures

- ♣ Organized handout form
 - Major points
 - Supporting data
- ♣ No handout form
 - Record in 6" column (right)
 - Supporting data
 - Examples
 - Record in 2" column (left)
 - Main ideas/topics
 - Titles
 - Questions
 - Record your observations on the back

Clues to listen for

- ♣ Main ideas
 - First of all...
 - The three main points are.../The point is...
 - In general...
 - Rhetorical questions: Have you ever wondered why...
- ♣ Summary clues
 - Therefore...
 - Thus...
 - As a result...
 - Consequently...
 - Basically...
 - Rhetorical question: What does all this mean?
- ♣ Contrast clues
 - However...
 - Nevertheless...
 - Although...
 - On the other hand...
- ♣ Detail/example clues
 - For example...
 - For instance...

Mechanics of note taking

- ♣ Label the notes
 - Date
 - Class
 - Topic(s)
- ♣ Number the pages
 - 1, 2, 3, 4, 5, etc.
 - Put "END" at the end of each class-day's notes
- ♣ Divide page into 2 columns
 - 6" section on the right side of page
 - 2" section on the left side
- ♣ Use only one side of the paper
 - Write notes on the front
 - Write later observations/connections on the back



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- Take the case of...
- ♣ Moving from one topic to another
 - Next...; the next question is...
 - There is another consideration, and that is...
 - Furthermore... (also, and, in addition)
 - Now...
 - Now that we have established (seen, discussed)...., let's go on...
 - If these points are true, then...
- ♣ Digression clues
 - That reminds me of a story...
 - Incidentally...
 - By the way...
- ♣ Returning to the topic
 - Anyway...
 - As I was saying...
 - In any case...

Recording notes quickly

- ♣ Use symbols - see “Some Common and Useful Abbreviations and Symbols” on the next page
- ♣ Shorten words
 - Use standard abbreviations as in “Some Common and Useful Abbreviations and Symbols” or make up your own
 - Use only the consonants of a word
 - but = bt
 - Chinese = Chns

Clarifying your notes

- ♣ Indent - major point to the left, minor to the right
- ♣ Use different colors
- ♣ Use different sizes
- ♣ Use Printing, PRINTING, and cursive styles
- ♣ Use symbols in the 2" column
 - ? means “not clear”
 - ! means “important” or “surprising information”
 - * may mean “very important”



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SOME COMMON AND USEFUL ABBREVIATIONS AND SYMBOLS

Abbreviations:

A.D. = anno Domini (in the year of our Lord, i.e., after the birth of Christ)

ad = advertisement

AM = morning

amt = amount

apt = apartment

art = article

assn = association

asst = assistant

atty = attorney

b. = born, born in

bal = balance

B.C. = before Christ

ca = circa (about, around, approximately)

c/o = in care of

COD = cash (or collect) on delivery

cont = continue

dept = department

e.g. = exempli gratia (for example)

ergo = therefore, thus

esp = especially

est = estimated, established

et al = et alii (and others)

etc = et cetera (and so on)

ex = example, except, exercise

f = and the following page

ff = and the following pages

fig. = figure

fn = footnote

GNP = gross national product

Gov = Governor

govt = government

hp = horsepower

ht = height

i.e. = id est (that is)

inc = incorporated

incl = including, inclusive

info = information

IOU = I owe you

max = maximum

mdse = merchandise

memo = memorandum

mfg = manufacturing

mfr = manufacturer

min = minimum

misc = miscellaneous

mph = miles per hour

no. = number

p = page

pp = pages

ps = post script

re = regarding, about

rpm = revolutions per minut

RSVP = *Repondez, s'il vous plait* (An answer is requested)

sect = section

sq = square

st = saint, street

sup = supplement

vol = volume

wt = weight

yr = year

Symbols:

= = equals, is equal to, is, are, was, were

≠ = is not equal to, is not

≈ = approximately equal to, like

∴ = causes, leads to, becomes

² = results from, is a result of

> = larger or more than

< = smaller or less than

∞ = increases

∞ = decreases

/ = per, or

∴ = therefore, thus

&, + = and, plus

% = percent

° = degree

\$ = money, dollars

¢ = cents

@ = each, per