

# 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!

**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.



GNP = Gross national product  
SEC = Securities and Exchange Commission  
WHO = World Health Organization



## 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

**McGraw Hill**



## **Essentials And Notetaking Guide:**

*The Essential Guide to RTI* Silvia L. DeRuvo, 2010-08-13 A practical hands on guide that helps teachers fulfill the promise of RTI Filled with practical tools and step by step guidelines this book shows teachers how to implement RTI effectively This valuable resource helps teachers assess a school s or classroom s readiness to begin the implementation process and offers extensive resources to help educators identify appropriate screening and progress monitoring tools for students DeRuvo provides dozens of effective research based interventions and instructional strategies that teachers can implement immediately in their classrooms and offers guidelines for selecting additional curricula and strategies to support students with diverse needs Includes easy and efficient progress monitoring strategies to measure RTI effectiveness Written by veteran educator and active teacher trainer Silva DeRuvo Provides helpful advice for effective collaboration between teachers The book includes strategies for joint curriculum mapping as well as for measuring student mastery of identified content area standards

**Essential Genetics** Daniel L. Hartl, Elizabeth W. Jones, 2006 Completely updated to reflect new discoveries and current thinking in the field the Fourth Edition of Essential Genetics is designed for the shorter less comprehensive introductory course in genetics The text is written in a clear lively and concise manner and includes many special features that make the book user friendly Topics were carefully chosen to provide a solid foundation for understanding the basic processes of gene transmission mutation expression and regulation The text also helps students develop skills in problem solving achieve a sense of the social and historical context in which genetics has developed and become aware of the genetic resources and information available through the Internet

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*Ethnography Essentials* Julian M. Murchison, 2010-01-19 A comprehensive and practical guide to ethnographic research this book guides you through the process starting with the fundamentals of choosing and proposing a topic and selecting a research design It describes methods of data collection taking notes participant observation interviewing identifying themes and issues creating ethnographic maps and tables and charts and referring to secondary sources and analyzing and writing ethnography sorting and coding data answering questions choosing a presentation style and assembling the ethnography Although content is focused on producing written ethnography many of the principles and methods discussed here also apply to other forms of ethnographic presentation including ethnographic film Designed to give basic hands on experience in the overall ethnography research process *Ethnography Essentials* covers a wealth of topics enabling anyone new to ethnography research to successfully explore the excitement and challenges of field research

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**The Essential MD-PhD Guide** Mark J. Eisenberg, Andrea L. Cox, 2021-01-14 The complete guide to MD PhD success with practical tips and insights from MD PhD students recent graduates and practicing physician scientists Whether you're a prospective or current MD PhD student The Essential MD PhD Guide provides everything you need to choose the right program or succeed in your current program and build a solid career in medicine and science This unparalleled resource guides you through the process of choosing a program navigating the early years of medical school selecting a research laboratory and PhD project and making the transition between medical and graduate studies This book provides invaluable guidance on choosing clinical rotations residency programs and fellowships that open doors to various career options Co-written by current and past students professors and program administrators from the MD PhD programs of McGill University and Johns Hopkins University this guide is filled with first hand experiences and practical advice You'll discover viewpoints from students in medical and graduate school trainees in residency and fellowship and faculty The Essential MD PhD Guide covers Applying for MD PhD training Early days in medical school The transition to graduate school Transition back to medical school Residency fellowships and your first job Physician scientist wellness

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