

Taking Notes

Objective: by the end of this lesson, learners will be able to develop their note-taking skill.

Note-taking is the practice of writing down or recording key points of information. Notes taken on class lectures or discussions may serve as study aids. 'Taking notes doesn't simply mean scribbling down or marking up the things that strike your fancy. It means using a proven system and then effectively recording information before tying everything together' mention Walter Pauk and Ross J.Q. Owens in their book *How to Study in College*.

Task1: Answer. What type of information should the students take in their notes?

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Note-taking Methods

<p>1- Outlining Method</p>	<p>2- Cornell Method</p>
<p>3- Boxing Method</p>	<p>4- Charting Method</p>
<p>5- Mind Mapping</p>	<p>6- Sentence Method</p>

Task2: (group work) Discuss the advantages and disadvantages of each method of note-taking.

Task 3: Answer. What factors influence the choice of a specific taking-note method?

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Benefits of Effective Note- taking

- ✓ Improves focus and attention to details.
- ✓ Extends attention span.
- ✓ Promotes active learning and involves students in the learning process.
- ✓ Boots comprehension and retention by breaking down the content for the student to consume easily.
- ✓ Teaches prioritizing, organizational and creativity skills.

Task 4: What practical tips can be helpful to students to take effective notes?

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Homework: 1-Choose one of the methods to take notes of three lessons of a course of your choice. Photocopy your notes and submit them.

2- Answer the question. How was the method beneficial to you?