CHANDIGARH UNIVERSITY

Discover. Learn. Empower.

University Institute of Liberal Arts and Humanities

Course Name: Communication Skills

Course Code: 22PCH-105

NOTE TAKING AND NOTE MAKING

DISCOVER . **LEARN** . EMPOWER

COURSE OBJECTIVES

The Course aims to:

1	Augment students overall communication and interpersonal skills by making them realize the importance of good oral and written English Language in professional life.
2	Enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations.
3	Build exceptional speaking, reading and writing skills by correcting grammatical errors and pronunciation through practice.
4	Enhances soft skills by fostering self awareness, confidence and a positive attitude in students' ability to communicate effectively in English.

COURSE OUTCOMES

On completion, the students are expected to

CO Number	Title	Level
CO1	Apply non-verbal and soft skills effectively to attain expertise in Listening, Speaking, Reading and Writing Skills (LSRW Skills).	Apply
CO2	Apply correct contextual and comprehensible written text and speech in a wide range of communication situations.	Apply
CO3	Demonstrate linguistic competence while speaking and writing through accuracy in grammar, intonation, pronunciation and vocabulary.	Apply
CO4	Evaluate information as critical readers, speakers and writers applying ethics in communication and being sensitive in cross cultural communication.	Evaluate
CO5	Create original short compositions, in the form of paragraph writing, business correspondence, blogs etc. using logical support and argument.	Create

godseyeblog.com

Introduction

- Communication : a gradual process of sharing and receiving information.

- Knowledge gained to be shared.

- Retaining knowledge an essential part.

- Note Taking and Note Making helps to accumulate and enhances knowledge.

Note Taking VS. Note Making

1. Passive process that involves active listening	1. Active process that involves critical thinking
2. Process of copy & pasting what ever is being delivered,	2. Helps to process and reflect on notes taken
3. Points noted during lectures or while reading text	3. A resource that is self created
4. A way of retaining information	4. Note making leads to analysis and understanding

Note –Taking

- Essential skill

- Enhances Tactile Thinking

- Helps move towards advance level study

- Aids in independent learning.

www.mirror.co

Note-Taking (Contd.)

Taking notes in class could be:

Lecture

Workshop

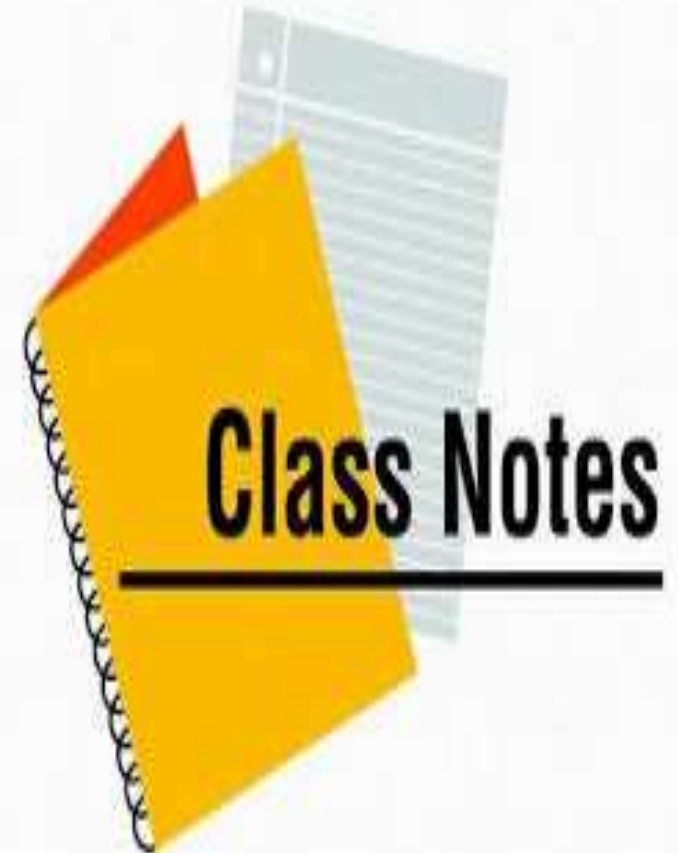Seminar

Tutorial

Group Work

Fieldwork

Interviews

www.stepp-program.org

Note-Taking In Academics

- Don't write every single word
- Record important points
- Pre-reading to understand context
- Use paraphrases and abbreviation
- Review
- Reflect
- Revise
- Experiment! Some students prefer to type, others to write
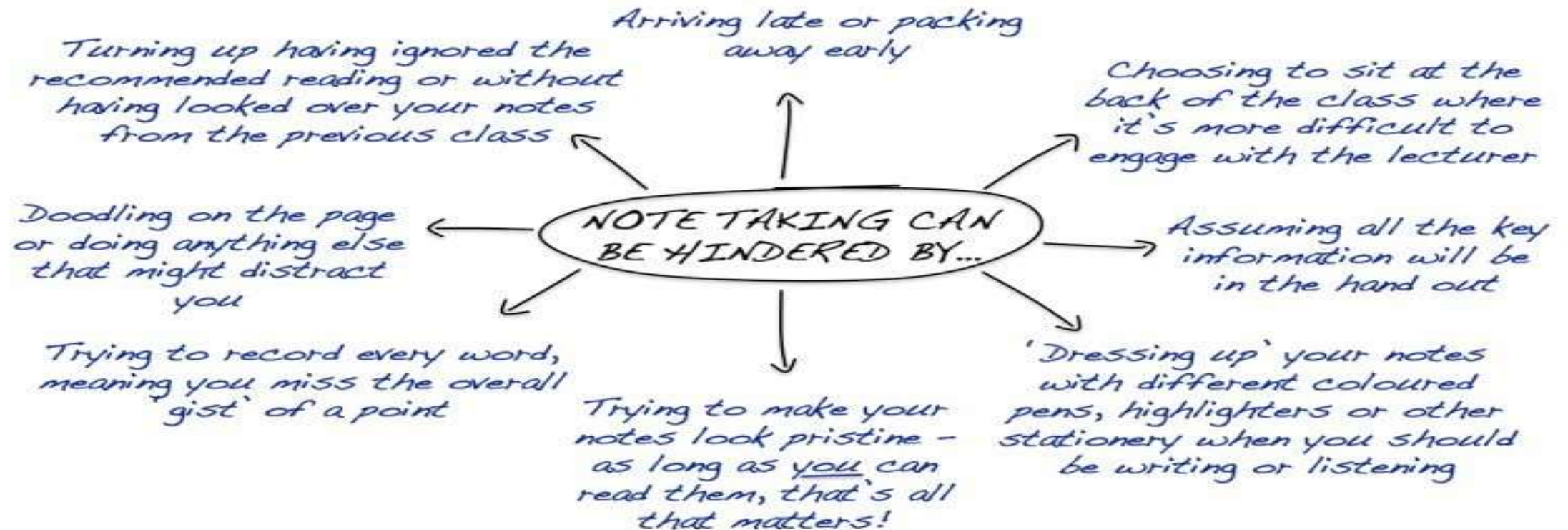
hsites.google.com

Why Note-Taking In Business?

- Information is the lifeblood of business – decisions are made on the information received.

- Managers are swamped with information.

- Notes communicate information in a shortened, time-saving form

- Examples : Minutes, Reports, Articles

When good notes go bad...?

FACTORS THAT REDUCE THE EFFECTIVENESS OF NOTE TAKING

NOTE TAKING CAN BE HINDERED BY...

Arriving late or packing away early

Turning up having ignored the recommended reading or without having looked over your notes from the previous class

Choosing to sit at the back of the class where it's more difficult to engage with the lecturer

Doodling on the page or doing anything else that might distract you

Assuming all the key information will be in the hand out

Trying to record every word, meaning you miss the overall 'gist' of a point

Trying to make your notes look pristine – as long as you can read them, that's all that matters!

'Dressing up' your notes with different coloured pens, highlighters or other stationery when you should be writing or listening

J LAMB/LEAPS 2009

Poll Question-1

**An effective strategy for note taking includes an ………. and ………. Approach**

1. Inefficient, systematic
2. Inefficient, unsystematic
3. Efficient, systematic
4. Efficient, unsystematic

Taking Notes While Listening

- Abstracting irrelevant information

- Selecting and organising

- Complementing with visuals

- There are many methods to take notes

- An example of note-taking: The Cornell Method

Cornell Note-Taking Method

- **Note Taking Area-** leave spaces to add information later!

- **Summaries Area-**brief summary of that day's notes.

- **Cue or Question Column-**write questions in the margins

pdf.wondershare.com

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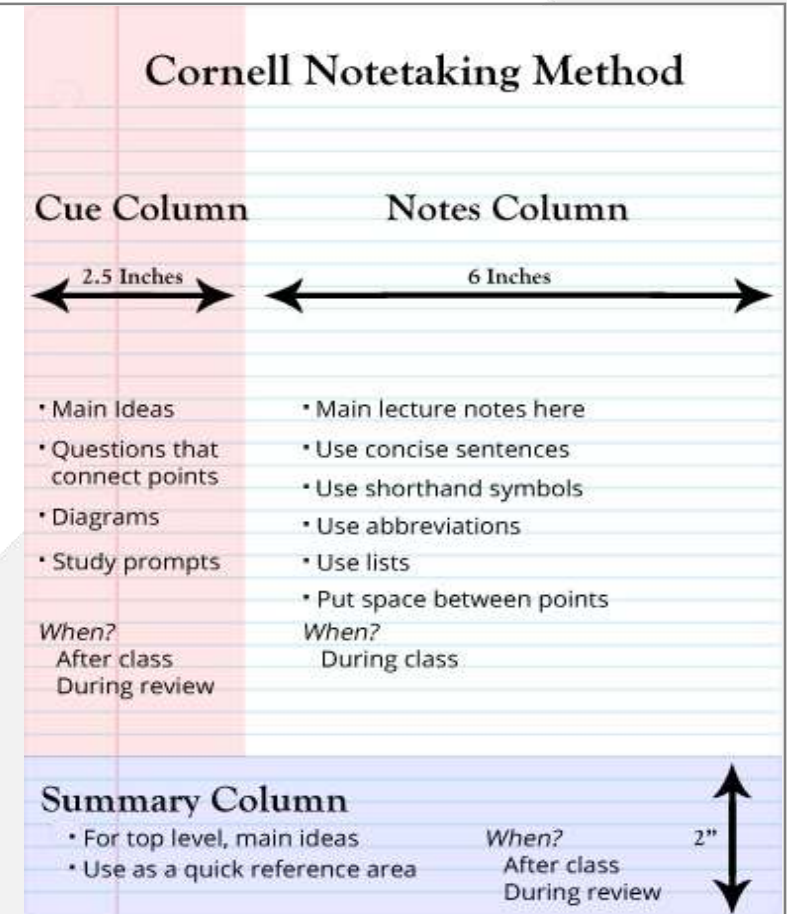
Five R's Of Cornell Notes

- **Record-** During Lecture

- **Reduce-**Paraphrase and abbreviations

- **Recite-** Recollect using key words

- **Reflect-** Evaluating facts and application

- **Review-** Reviewing helps in retention
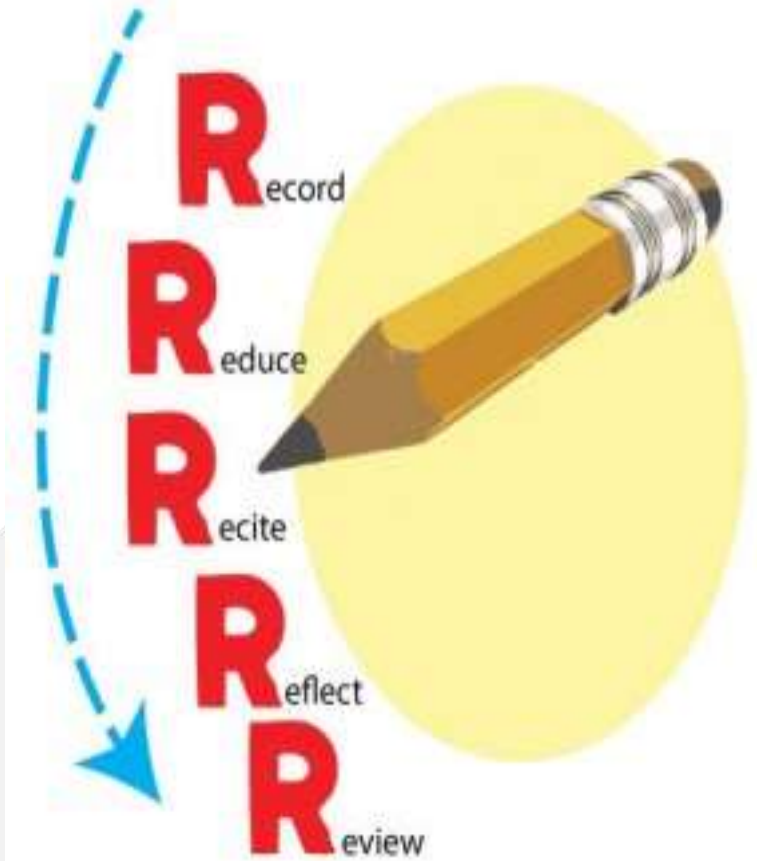
Taking Notes While Reading

Procedure
- **Skim**
- **Scan** -underline the main points
  - underline the key words and sentences
  - contains main idea of paragraph
- **Headings**
- **Sub- Headings**
- **Establish the structure (**logical sequencing)
- **Use symbols and abbreviations** (e.g., i.e., vs., →, &....)

Let's Recall

State whether true or false

- Note taking is a passive process involving active listening. True
- Notebook and pen is essential for taking notes. False
- Do not write wrong spellings while taking notes. False
- Adding pictures simplifies your notes. True
- Jotting down every point while taking notes is essential. False

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Note Making

- Note-Making: resource you create yourself.

- Concise

- Clarifies class notes

- Helps in easy understanding and Connecting ideas

- Organized content for exam revision

Note Making(Contd.)

From reading:
- Be certain of purpose
- Avoid copy pasting
- Skimming helps in getting main theme
- Organise thoughts
- Understand the structure
- Use highlighters sparingly
- Deadline necessary for reflection

Note-Making : Styles and Techniques

There is no one 'right' method.

- Original notes from class or reading.

- These are longer and less concise.

- Making them shorter will aid understanding and help identify learning gaps.

Notes are reduced by about half by this stage.

By now, notes are much shorter.

Note-making : Styles and Techniques (contd.)

Linear Notes

1. Notes in list form.
2. Look neat in logical order
3. Have nice heading and subheading
4. BUT… encourage to copy down rather than think about ideas.
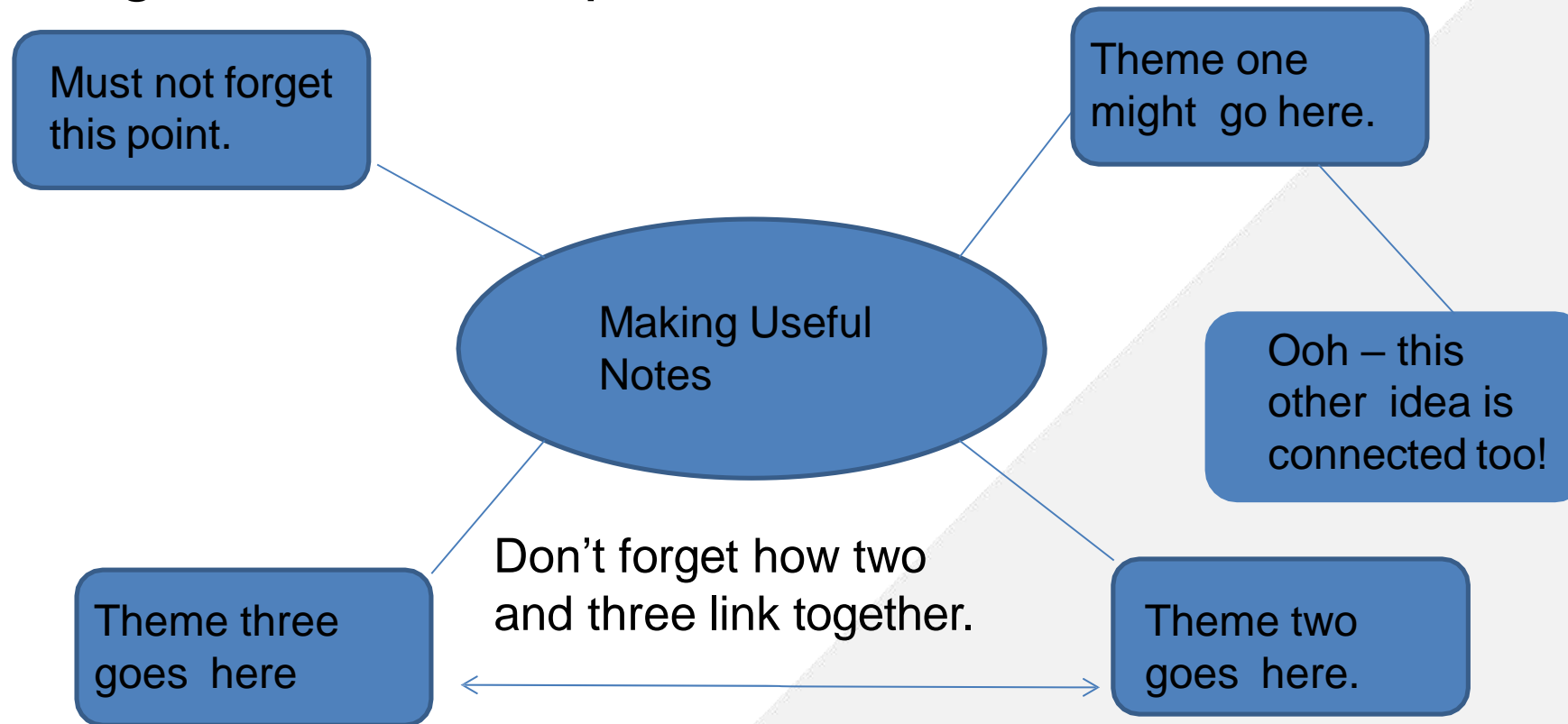5. AND… less flexible in linking ideas

Note making styles: a) linear notes

- line by line
- short and structured
- headings and subheadings
- abbreviations and key words
- bullet points
  - highlight
  - key
  - points

slideplayer.com

Note-making : Styles and Techniques (contd.)

Spider Diagrams/Mind Maps

Must not forget this point.

Theme one might go here.

Making Useful Notes

Ooh – this other idea is connected too!

Don't forget how two and three link together.

Theme three goes here

Theme two goes here.

Importance of Note Making

- Helps in understanding topics
- Identifies areas which needs clarification
- Allows you to start thinking about assessment
- Forces you to think logically and methodically
- Helps you track progress through courses
- Prepares you for exams as well as projects
- Helps you to reflect regularly to ensure retention

Get Organised!

- Separate Note book for every subject
- Organised notes leads to easy access
- Confusion and misunderstanding clarified quickly
- Be systematic, whether that's by subject, topic, week, class, semester etc.
- Sense of achievement and satisfaction
- Disorganised notes = disorganised student.
- Disorganised student = stressed student.
- Well written notes retained for longer periods

Poll Question-2

What are Cornell Notes?

1. Music in the written form
2. A note taking system used for organising notes
3. Notes that are taken in computer class
4. A note that is written to a friend

Practice Question

Watch this Video
- https://www.ted.com/talks/elizabeth_cox_what_is_a_coronavirus/up-next?language=en#t-45

Practice Question(Contd.)

Answer the following questions based on shared video

1. Make notes using recognizable abbreviations for the video using Cornell Note Taking method.

2. Write down at least five key words used in the video.

APPLICATIONS

- Applicable to personal and professional life

- Will strengthen the Note-Taking and Note-Making skills of students

- Students will be able to write take better notes in classroom and at workplace in future.

Assessment Pattern

Students are assessed on the basis of the following parameters:

- Hourly Test- 2
- Assignments
- Surprise Test
- Quiz
- Engagement Task
- End Semester Exam

REFERENCES

- www.leapsacademicskills.net/uploads/2/0/7/0/2070115/note_taking_slides.pdf

- https://www.missiontolearn.com/note-taking/

- http://tutorials.istudy.psu.edu/notetaking/notetaking8.html

- https://library.leeds.ac.uk/downloads/file/452/tutor_workshop_powerpoint

THANK YOU

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