

TAKING NOTES AS A PERSON SPEAKS

Not all of us are blessed to have the memory of an eagle. You may not have known that eagles have good memories; we put elephants to shame. But if you don't have a bionic brain that can retrieve facts months after receiving them, you are going to need to get good at notetaking. For some of you, notetaking may be an occasional part of your life. For others, it may become a regular part of your world. So, getting good at it is an important skill for any Cragman to have.

FLIP OVER FOR YOUR NEXT CHALLENGE



EARN THIS NUGGET

Pick two major lectures, maybe a church sermon or school lecture. Take notes and hone those skills. Share the notes that you made with your parents after your own review.

LEVEL K

PERIOD 6

TASK 4

First, you are not going to capture every word spoken unless you know shorthand of some sort (and you do know a few pieces of shorthand, you may just not know that you do). But the object is not to get every word; it is to capture the thought. Frankly, if you capture every word, you probably won't have a clue what is being spoken about. But if you capture the thought, your brain is engaged and your note taking will be effective.

- Title and date your notes. A page of scrawl will mean even less to you in a few months when you have no idea where the notes came from or when. I would also recommend starting on a fresh page.
- Use a pen and paper or equivalent. People who type notes typically catch far less of what is being said and concentrate only on getting words typed, missing the overall lecture content.
- Listen and get the gist. Then write down in your own words the concept being communicated. There is a time and place for writing verbatim, perhaps a phrase that needs to be quotable, or where you want the lecturer's specific words documented.
- Think about what you want to retain. You're going to have to be somewhat selective. Understanding the subject matter will help you focus on those things that are needed.
- Avoid writing down information that you already know, but stay focused on the content of the lecture and be ready to take notes covering new information.
- Abbreviate whenever possible. Use symbols like "&," three dots in the place of "therefore." Abbreviate long words. Skipping vowels is a common way of doing that. It can be vry efctv (very effective). If a certain long term is used a lot in a lecture, then abbreviate it to initials. The social injustice of the migrant worker — SIOTMW.
- Use diagrams if need be. That can be a whole lot faster than written notes in the right situation.
- Finally, but super important, review your notes, and fill in any missing information while it is still fresh in your mind.

