

Lesson 2: Terms to Know and Why Take Notes?

Notetaking may be a brand-new skill for you. As you practice it over time, you will find it becoming natural. As you practice listening for what material is important enough to record in your notes, you will probably find that your teachers give you lots of clues. Textbooks often give clues as well. For example, they will have subheads, new words may be put in bold or even highlighted, and there may be boxes with additional information on important subjects.

Sometimes you will need to take notes on a lot of material, such as when you have to do research to write a report. It is extra important at such times that you know how to take notes well, and that you know what information will be helpful to you and what is not relevant to your subject. Here are some terms you need to know as you learn how to take better notes.

Column Notetaking. A simple, efficient, effective way to take organized notes.

Irrelevant details. Details which do not relate to the topic.

Key words. Most important words and phrases in a selection.

Main ideas. Most important thoughts and concepts in a selection.

Notetaking. Writing important information on paper so that it is easily remembered.

Outline. Type of summary that organizes main ideas, subtopics, and details using numerals and letters in a specific format.

Paraphrase. Version of the original that includes all the information in the paraphraser's own words.

Plagiarism. Quoting someone or using information from a source without giving proper credit for the information.

Relevant details. Details that relate to the topic.

Speedwriting. Writing that uses shortcut techniques such as abbreviations, symbols, and shortened words.

Summary. Shortened version of the original, usually about one-fifth or less the length; includes only main ideas and important details.

Teacher cues. Hints teachers say or do to indicate important information.



Directions: Look up the following verses in your Bible and explain how each verse relates to taking notes.

1 Corinthians 9:26-27 _____

Galatians 5:22-24 _____

Philippians 4:13 _____

Why Take Notes?

You have probably been taking notes since you were in elementary school. As you advance in school, your teachers will expect you to do more independent studying. This means it will become even more important that you know how to take complete, accurate, and legible notes that you can use when you study.

It is mentally impossible for you to remember everything a teacher says and everything you read in a textbook or other publication. Notetaking is a tool and a skill that allows you to record selected information in an organized, a systematic, and an abbreviated manner. Later, when you need the information, you simply open your notebook and read what you recorded.

The real worth of notes lies in their use after class dismisses. If notes are never used, if they are illegible, or if they distract you from the teacher's comments, they have limited value.

You can benefit from taking notes in four ways. First, taking notes will help you remember the material presented in class. Second, taking notes reduces the amount of information you need to learn or study. Third, taking notes allows you to organize information so it's more easily learned. Fourth, studying notes takes less time than studying the textbook.

Some students have poor notetaking habits because they have not learned the correct skills and methods needed to take effective and helpful notes. Notetaking is like any other study skill; the best way to become a proficient notetaker is to practice notetaking—correctly.

There is a positive correlation between the completeness of a student's notes and his or her achievement on examinations. Students who use effective notetaking skills on a regular basis experience a higher level of retention of classroom material and find learning new material easier than do students who don't take notes or who haphazardly take notes.

In this workbook you will learn three methods for taking notes: outlining, column notetaking, and note cards. Knowing these notetaking methods will help you take any notes you need, in any situation. In addition to practicing three notetaking methods, you will also practice notetaking skills such as underlining, highlighting, identifying key words, identifying main ideas and details, paraphrasing, summarizing, and speed-writing. These important notetaking and study skills will help you take better notes so that you will do better in school.

“Writing and reading are ways of making, interpreting, and communicating meaning.”

—Jerome Bruner



Directions: Your teacher will read a passage that states four reasons notetaking is important. As your teacher reads, identify these four reasons and list them below. Don't write every word your teacher says; use shortcuts.

Reasons for taking notes

1. _____

2. _____

3. _____

4. _____
