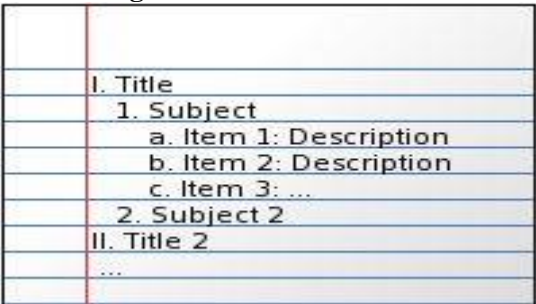
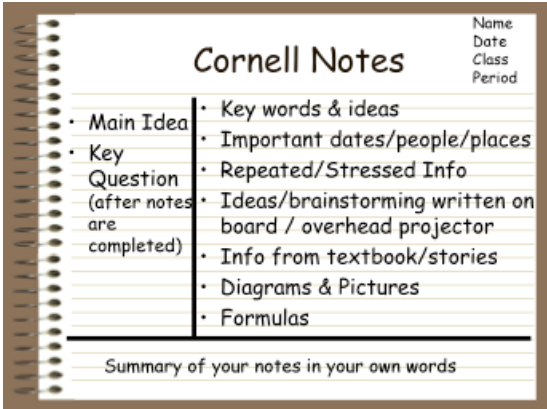
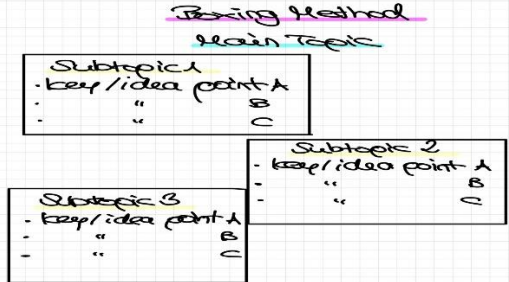
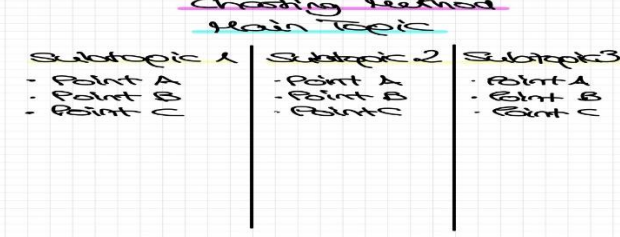
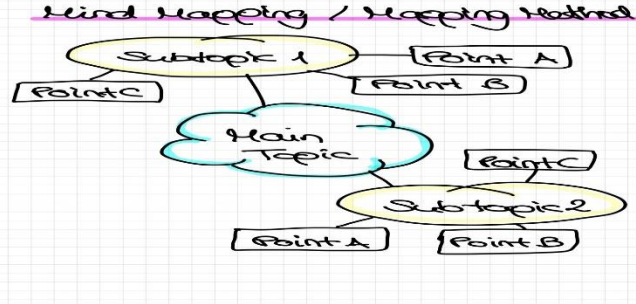
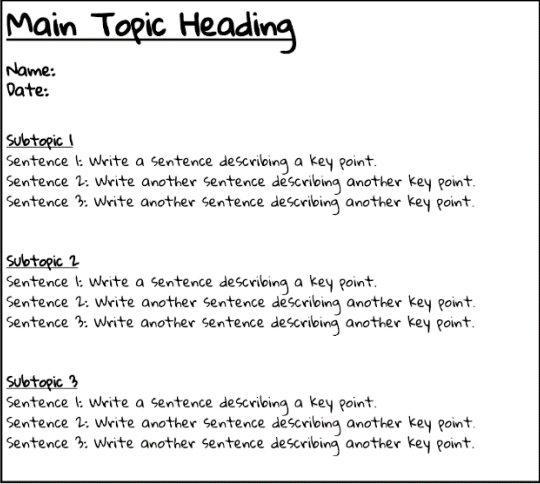


Taking Notes

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*.

Note-taking Methods

<h4>1-Outlining Method</h4>  <pre> I. Title 1. Subject a. Item 1: Description b. Item 2: Description c. Item 3: ... 2. Subject 2 II. Title 2 ... </pre>	<h4>2-Cornell Method</h4>  <p>Cornell Notes</p> <p>Name _____ Date _____ Class _____ Period _____</p> <ul style="list-style-type: none"> • Main Idea • Key Question (after notes are completed) • Key words & ideas • Important dates/people/places • Repeated/Stressed Info • Ideas/brainstorming written on board / overhead projector • Info from textbook/stories • Diagrams & Pictures • Formulas <p>Summary of your notes in your own words</p>						
<h4>3-Boxing Method</h4>  <p><u>Boxing Method</u> Main Topic</p> <p>Subtopic 1 - key/idea point A - " " B - " " C</p> <p>Subtopic 2 - key/idea point A B - " " C</p> <p>Subtopic 3 - key/idea point A B - " " C</p>	<h4>4-Charting Method</h4>  <p><u>Charting Method</u> Main Topic</p> <table border="1"> <thead> <tr> <th>Subtopic 1</th> <th>Subtopic 2</th> <th>Subtopic 3</th> </tr> </thead> <tbody> <tr> <td>- Point A - Point B - Point C</td> <td>- Point A - Point B - Point C</td> <td>- Point A - Point B - Point C</td> </tr> </tbody> </table>	Subtopic 1	Subtopic 2	Subtopic 3	- Point A - Point B - Point C	- Point A - Point B - Point C	- Point A - Point B - Point C
Subtopic 1	Subtopic 2	Subtopic 3					
- Point A - Point B - Point C	- Point A - Point B - Point C	- Point A - Point B - Point C					
<h4>5-Mind Mapping</h4>  <p><u>Mind Mapping / Mapping Method</u></p> <pre> graph TD MainTopic((Main Topic)) --- Subtopic1((Subtopic 1)) MainTopic --- Subtopic2((Subtopic 2)) MainTopic --- Subtopic3((Subtopic 3)) Subtopic1 --- PointA1[Point A] Subtopic1 --- PointB1[Point B] Subtopic1 --- PointC1[Point C] Subtopic2 --- PointA2[Point A] Subtopic2 --- PointB2[Point B] Subtopic3 --- PointA3[Point A] Subtopic3 --- PointB3[Point B] </pre>	<h4>6-Sentence Method</h4>  <p>Main Topic Heading</p> <p>Name: _____ Date: _____</p> <p>Subtopic 1 Sentence 1: Write a sentence describing a key point. Sentence 2: Write another sentence describing another key point. Sentence 3: Write another sentence describing another key point.</p> <p>Subtopic 2 Sentence 1: Write a sentence describing a key point. Sentence 2: Write another sentence describing another key point. Sentence 3: Write another sentence describing another key point.</p> <p>Subtopic 3 Sentence 1: Write a sentence describing a key point. Sentence 2: Write another sentence describing another key point. Sentence 3: Write another sentence describing another key point.</p>						

Benefits of effective note- taking

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

Task 1: Choose one of the methods to reorganize your notes on one of your lessons. How was the method beneficial to you?