Note-taking Tips and Practice TASKS

Academic Listening – Note-taking

> Note-taking is a basic skill for lectures, but one that constantly requires practice and revision. In this document you look at the basic conventions that can help you succeed in actively participating in a lecture.

Note-taking Styles

Task 1: take out your notes from one of your lectures and explain them to your ASK Tutor:

1. Do these notes help you to recall the main content of the lecture?
2. Are they complete? Did you add to them afterwards? Did you discuss the lecture with a classmate?
3. Did you use the Cornell method? Is it working for you?

Task 2: look at the link below on different note-taking styles. Look at the 3 types of notes and discuss them using the questions on the bottom of the page.

These three styles are:

1. **Outline system**

2. **Cornell Note Taking Method**

3. **Flow-Based Note Taking**

https://sidsavara.com/note-taking-strategies/

Using Symbols and Abbreviations: Task 3: Using these will help you to take more words down per second. Use only the ones which fit your needs and which you will remember later. It is better to introduce just a few new abbreviations and symbols into your notes at a time. Work with a partner to fill in the table below.

Symbol or Abbreviation	Full word/phrase
1.	equals

2.	doesn't equal
3. ∴	
4. ∵	
5.	and
6.	I'm not sure
7. *no* or #	
8. £	
9. ~	
10.	Leads to / causes
11.	Linked to
12. ↑	
13. ↓	
14.	per/each
15.	Greater than
16.	Less than
17. Etc	
18. Eg	
19. ie	
20. Et al.	
21. NB	
22.	before
23. ♂	
24. ♀	
25.	Compare (to)
26. §	
27. w/o	
28.	pages

Which of the above do you already use? Which will you try and include next time you make notes?

Shortening Words

There will be certain words which come up in your discipline again and again. For these, it's worth developing a contraction you recognise to save writing the full word

Example: ppl – people

Soc = society

Task 4: What do you think the following words might be? Use the empty boxes to write some words from your discipline and a short form.

1. Gov	
2. Edn	
3. Lang	
4. Tech	
5. res	
6.	
7.	
8.	