

Some myths of note-taking techniques

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Abstract: *It is obviously true that there is a great distinction between a student who is wholeheartedly supported during the school years and a student who has to both struggle with daily life and threats to be survived academically. The problems arising here can be attributed to myriad factors, but success comes to those who understand their imminent situation. Note-taking is considered as a soothing pill to facilitate the learning process in order to further study for advancement when chances match intentions. It is a tool that enables students to convert ideas into words for better understanding among intended listeners. Additionally, it also allows us to retain factual information for longer periods. This article explores in more depth the specific note-taking techniques which have been visibly proven over decades and have been the competitive edge among smart learners.*

Keywords: *Paper-based note-taking, digital note-taking, note-taking techniques*

Introduction of note-taking

Note-taking skills refer to the ability to record information in a condensed and succinct style so that it can be used to recall later more efficiently. Many students are not familiar with note-taking techniques at the start of the school year. Therefore, teachers need to provide students with guidance and instruction on how to take effective notes.

When taking notes, students should create an organized system that works for them, such as using different colored pens to separate different topics. It is also important to pay attention attentively to the lecture and write down the main points and key ideas at the same time. Students should also be sure to write down any inquisitive questions as this will help them to better understand the material and to comfort the mind.

Note-taking can also help students to develop better study habits and build their confidence to take part in discussions with peers and teachers. By taking notes, students can review the material they have learned and can identify any areas that worth attention. This can help students to consolidate their knowledge in preparation for tests and exams. Taking notes also helps students become more familiar with the material, leading to better grades and improvement in communication and critical thinking skills.

Abbreviation techniques in note-taking

Abbreviations, acronyms, and initialisms are commonly used in written communication to save both time and space when summarizing the information, but overuse may reduce readability. The abbreviation

technique is particularly useful for students who are taking notes hurriedly and need to capture the most important information without getting bogged down by long words.

Another abbreviation technique that students can use is to make use of symbols and numbers. Symbols such as “&” and “/” can be used to represent words such as “and” and “or” respectively. Numbers are also useful for representing words, such as “1” for “one” or “2” for “two”. This technique is especially helpful for students who are taking notes on mathematical or scientific topics, as it allows them to swiftly capture equations or formulas without having to write out the entire equation.

In addition to abbreviating words and using symbols and numbers, students can also make use of shorthand techniques. Shorthand techniques are useful for capturing longer phrases quickly and accurately. For example, a student might use the shorthand “w/” to represent the phrase “with” or “w/o” to represent the phrase “without”. This technique is useful for students who need to take down large amounts of information in a short period of time.

By combining these techniques with other note-taking techniques, such as the Cornell Method and the SQ3R Method, students can maximize the efficiency of their lecture sessions and better understand and retain the material during their learning process.

Mind-mapping technique in note-taking

Mind mapping is an effective technique that have been used for many years by students, educators,

and professionals alike. This method of note-taking can be used to organize and store information in a visually appealing and easily understood way, it helps to conceptualize and provides students a much better sense of how the parts fit together or each section flows logically into the next.

Mind-mapping techniques can be categorized into two main types: concept maps and spider diagrams. Concept maps are used to create a visual representation of ideas and concepts, while spider diagrams are used to jot down ideas and notes onto diversified papers and notes. Both techniques help students to see the connections between ideas and to gain an overview of key points which eventually enhance the brainstorming and problem-solving skills.

Digital note-taking technique

In the past, people simply used to take handwritten notes, but the digital revolution has changed the way in a smarter way. Nowadays, digital note-taking techniques are becoming increasingly popular, and it is vital to understand the importance and usage of this technique.

Digital note-taking techniques have revolutionized the way we take notes. With the advent of technology, people can now use word-processing software, digital notebooks, note-taking apps, audio recording, etc. to take notes. This has made the process of taking notes much more efficient and effective. For instance, digital note-taking techniques allow us to easily organize our notes and access them from any device.

By using digital note-taking techniques, we can store our notes in a digital format, which makes it easier to review them. Additionally, some digital note-taking techniques allow us to add images, videos, and audio files to our notes, which can help us to remember a chunk of information more easily.

Another advantage of digital note-taking techniques is that they can help us to synthesize new information adding comments and annotations to notes. By using digital note-taking techniques, we can easily organize our notes into categories and sub-categories. This makes it easier to review our notes and shares with peers or teachers for further discussion which contributes to success of the learners.

However, some learners may feel uncomfortable when writing on a frictionless surface from which appropriate writing techniques and alternative

solutions must be applied like utilizing the Paperlike iPad screen protector to change the surface of the glass so that writers can feel at ease with the flow of their writing.

Besides, the owner of the tablet has to bear in mind that there is a great potential that the tablet itself will run out of power and die due to its functioning together with time. Therefore, it is a must to be vigilant about battery power and charge frequently in case of failure when it is needed most.

No one can deny the merits digital note-taking techniques have revolutionized so far, but there are still potential debates about the demerits of this innovative technique to ensure the affirmative results.

Conclusion

Appropriate note-taking techniques involving active listening, processing information, and writing can boost the students' academic achievements. Depending on the features of each subject, students should pinpoint their preferred abbreviations, their more favoured mind-maps, or the most conveniently accessible applications to support their learning process. It is best if they can get some consultancy from senior school mates or experienced teachers to optimize their performance. Nonetheless, some insights about the essential techniques in this article also offer certain helpful tips to juniors in case not lucky enough with such available support.

References

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Catchy abbreviations for figurative inferred meanings:

News: North East West South

Date: Day and Time Evolution

TM: Trademark

Aim: Ambition in Mind

Joke: Joy of Kid Entertainment

Tea: Temporary Employment Agency

Wife: Worship Instruction Fellowship

Expression

Bye: Be With You Everytime