How to Take Notes:

The 10-Step Guide

Note-Taking

to

Before you start taking any notes, get clear on why you're attending the talk or meeting.

Think of your notes as a guide to your learning and development. Your notes form part of a working document that you'll return to and add to later.

Think about whether a point is noteworthy before you write it down. Don't take notes for the sake of taking notes.

You probably only really need to make notes on things that are new to you.

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Don't write everything that's said, word for word. That would be transcribing, which is an altogether different skill.

Concentrate on the key points, remain alert and attentive, and listen to what's being said.

Write in your own style and use your own words. You don't need to worry too much about spelling grammar, punctuation, or neatness as long as you can read your notes later and they make sense to you.

Try to use concise points.

Write single words or phrases or short sentences. Use bulleted or numbered lists if necessary. If you're using a pen and paper, it's easy to join ideas and concepts with linking lines.

Use abbreviations to help you. Just note what they mean!

GIVE gross national product

SEC =
Securities and Exchange
Commission

WHO =
World Health

organization

Write out items in full if they make no sense shortened.

This includes names, contact details, dates, URLs, references, book titles, formulas, etc.

Underline, indent, circle, or highlight key information.

Choose whatever system works for you to emphasize the most important points and add structure to your notes.

Use some sort of shorthand system that you'll understand later.

Develop this system as you become more skilled at note-taking.

Don't panic if you miss something.
You can usually ask the speaker to repeat a point or
ask or colleague of pass after the event. Make a note

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After the event:

Review and, where necessary, rework your notes.

Fill in any gaps, adding content and further research.
 If your notes are handwritten, you may want to type them into a computer.
 The more you interact with your notes, the more you'll remember and ultimately learn.

Share and compare your notes with a colleague or peer. If possible, discuss and fill in any gaps together.



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Robert R. Redfield

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Differentiating Instruction Through Tiered Assignments Chapter 8 Looking at the Structure for Tiers 2 and 3 for Students With Disabilities Epilogue References and Resources Index The World Today: Teacher's Guide Linda McDowell, Richard Harbeck, 2006-11-24 The World Today Teacher's Guide is a comprehensive resource filled with fun captivating and thought provoking hands on activities In each chapter you will find section and chapter overviews hands on and minds on activities to engage your students in acquiring and applying information vocabulary building exercises note taking guides review activities and assessment ideas and activities fun puzzles engaging word games and other easy to prepare games suggested resources for the teacher and student many useful reproducible masters such as activities maps and graphic organizers. The Teacher's Guide also includes four projects for students or groups of students as well as answer keys to the blackline masters Visit www theworldtoday ca for additional resources to use with the student textbook The Trainee Teacher's Guide to Academic Assignments Rebecca Austin, 2019-06-10 This book supports ITE students with academic writing and enables them to approach their assignments with confidence and understanding A Student's Guide to Studying Psychology Thomas M. Heffernan, 2005 Thomas M Hefferman provides insights into the most critical aspects of studying psychology It is written for students at both undergraduate and postgraduate levels along with those deciding whether to take psychology as an academic subject Resources in Education ,1998-05 The Psychology Student Writer's Manual and Reader's Guide Jill M. Scott, Gregory M. Scott, Stephen M. Garrison, 2018-03-02 The Psychology Student Writer's Manual 3 E is a practical guide to research reading and writing in the discipline Ideal as either a companion or stand alone text for any psychology course that requires students to write papers This clear and functional handbook shows how to research and write in psychology as well as improve one s overall writing ability Covering every fundamental aspect of writing from content to form grammar tracking sources of information and citing sources it assists students in preparing two specific types of papers research reports and term papers Comprehensive source Contains all the information needed to write most types of papers typically assigned in the discipline of psychology Provides students with a complete one stop easy to follow reference source on how to research and write papers including how to conduct research in psychology how to find information on topics related to psychology how to incorporate citations and more Thorough review of writing basics and formatting instructions Addresses fundamental concerns of all writers exploring the reasons why we write describing the writing process itself and examining those elements of grammar style and punctuation that cause the most confusion among writers in general Shows students the key elements of good writing and effective communication gives students a quick and handy grammar reference source and provides them with a detailed easy to follow quide to preparing papers according to accepted formats Creative writing assignments Offers practical writing exercises with step by step instructions Heightens students interest in the study of psychology and frees professors from the duty of teaching students to write the papers most often assigned in psychology classes APA standards Complies with all APA style requirements displays

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initiatives With their characteristically joyful and conversational tone that celebrates learning and diverse students Kathleen Kryza Alicia Duncan and S Joy Stephens offer teachers dozens of practical strategies for designing and delivering differentiated lessons to reach all learners Based on the authors popular memorable and doable C U KAN and the Chunk Chew and Check frameworks this book makes it easy for teachers to implement effective differentiated instruction This ready to go resource helps educators identify a clear learning target get to know their students as people and as learners and understand how to vary the learning pathways to the same target for different learners Rooted in real practice and real classrooms this how to guide Includes abundant illustrations vignettes and examples across grade levels Offers adaptations for ESL students and students with special needs Presents samples of standalone lessons weeklong lessons and lesson units Provides differentiated techniques for individual or whole group instruction This book is an easy to read application oriented text for novice and preservice teachers on differentiating lessons to target all learners A Guide for the Preparation of Dissertations, Theses, and Field Reports University of Cincinnati. Teachers College, 1952 The Learning Communities Guide to Improving Reading Instruction Valerie Hastings Gregory, Jan Rozzelle-Nikas, 2005 This is an important book The themes of attending to individual needs providing assessment driven instruction and creating long term focused professional development plans are solid and consistent throughout Gay Ivey Graduate Program Coordinator Reading Education ProgramJames Madison University This book does a wonderful job of bridging the chasm that often exists between the separate worlds of higher education and K 12 educators It applies powerful research findings and nontechnical jargon free advice for classroom teachers From the Foreword by Richard DuFour and Rebecca DuFour Create professional learning communities to improve reading instruction and students performance After observing over 300 classrooms authors Valerie Hastings Gregory and M Jan Rozzelle provide the perfect framework knowledge and tools necessary to help create a community of literacy coaches leaders and teachers to improve reading across schools Demonstrating the critical link between adult learning and student learning that makes professional learning communities our best hope for improving reading and comprehension for today s students this rich developmental resource provides solid information powerful research findings specific pragmatic and proven strategies that teachers can apply immediately in the classroom Key features and benefits for implementation include Reflective survey of look fors to identify strengths and weaknesses How to and when to guidelines for strategies A learning communities model for professional development for reading instruction providing the groundwork for effective and lasting improvement Valuable tables charts planning guides and reproducibles to facilitate discussion reflection and goal setting The Learning Communities Guide to Improving Reading Instruction will help educators identify and apply new approaches improve and add to their instructional repertoire and ultimately benefit their students reading performance so no child or teacher is left behind Reading Assessment and Instruction for All Learners Jeanne Shay Schumm, 2017-02-13 Weaving together the latest knowledge and best practices for teaching children

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