

CHAPTER 01

NOTE-TAKING AND ABBREVIATIONS

1. Why Take Notes?

Taking notes is an important academic skill that helps students better understand and remember the information presented during lectures.

Students take notes in order to:

- Follow the course more effectively.
- Prepare for exams.
- Prepare presentations or assignments.
- Support research or information searches.

Note-taking also helps students to:

- Stay focused during the lecture.
 - Collect and organize important information.
 - Explore and understand a topic more deeply.
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2. Steps in Note-Taking

Effective note-taking generally follows several steps:

1. **Listen carefully** to the lecture.
 2. **Understand the main ideas** explained by the teacher.
 3. **Synthesize the information**, focusing only on the most important points.
 4. **Write short and clear notes** using keywords, symbols, and abbreviations.
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3. What Does Note-Taking Involve?

Note-taking consists of identifying and recording the **key ideas and essential information** presented during a lecture or discussion.

This requires students to:

- Understand what information is important.
 - Identify the **main keywords and concepts**.
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4. What Should Be Noted?

When taking notes, students should record the most relevant information, such as:

- The **general structure or plan of the lecture**.
 - **Proper names** (people, places, or concepts).
 - **Numbers and statistics**.
 - **Important dates**.
 - **Diagrams, figures, and tables** presented during the lecture.
 - **Equations and formulas**.
 - **Definitions of important concepts**.
 - **Main arguments and explanations**.
 - **Questions asked by the teacher**, as they may appear in exams.
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5. Note-Taking Techniques

5.1 Using Symbols

Symbols allow students to take notes more quickly and efficiently.

Symbol	Possible Meaning
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$\Rightarrow$	Leads to, produces
$\Leftarrow$	Comes from, caused by
$\Leftrightarrow$	Equivalent to
$\downarrow$	Decrease
$\uparrow$	Increase
$\nearrow$	Flow direction
$\nearrow$	Increase, growth
$\searrow$	Decrease
$\sim$	Variation
Σ	Sum or total
Φ	Nothing, empty

Symbol	Possible Meaning
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$\neq$	Different from
$=$	Equal
$\approx$	Approximately equal
$>$	Greater than
$<$	Less than

5.2 Using Abbreviations

Abbreviations make note-taking faster and more efficient.

Abbreviation	Meaning
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tjs	Always
js	Never
tt	All
bcp	A lot
Ts	All
ex	Example
ns	We
Comm°	Communication

Students may also create **their own abbreviations**, provided they remain logical and easy to understand.

6. Practical Tips for Note-Taking

Before the Lecture

To prepare effectively for a lecture:

- Know the topic of the upcoming class.
 - Review notes from the previous lecture.
 - Read the course outline.
 - Read briefly about the topic to become familiar with it.
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During the Lecture

During the lecture:

- Write the **date, course title, and topic** on the first page.
 - Use **different colors** to distinguish main ideas from secondary ideas.
 - Use **spaces and shapes** (circles, boxes, frames) to organize information.
 - Use **symbols, arrows, or drawings** to highlight important ideas.
 - Use **abbreviations** to save time while writing.
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After the Lecture

After the lecture:

- Review your notes as soon as possible.
 - Reread and complete the notes if necessary.
 - Look up unfamiliar words and write their definitions.
 - Identify and highlight the important keywords.
 - Improve diagrams or tables if needed.
 - Organize and classify your notes for future revision.
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