

# CHAPTER 01

## NOTE TAKING AND ABBREVIATIONS

### 1. Why take notes?

We take notes for...

- + Better follow your courses;
- + Prepare for your exams;
- + Create a compelling presentation ;
- + Complete a search.

Taking notes is a way of.....

- + Concentrate during a lesson;
- + Collect information;
- + To explore a question further.

### 2. Steps in note-taking?

- Listen .....
- To understand .....
- Synthesize .....
- Note .....

### 3. What to take notes?

Note-taking involves capturing the key ideas and essential points of a discussion.

- ✓ Understanding what is important;
- ✓ Identify the keywords.

### 4. What to note?

- ☐ The general plan;
- ☐ Proper names;
- ☐ The numbers;
- ☐ Important dates;
- ☐ Diagrams, figures and tables;
- ☐ The equations;
- ☐ The definitions;
- ☐ The main arguments;
- ☐ The questions the teacher asks the class: they could be found on the exam.

## 5. Note-taking techniques

### 5.1. Use signs

| Signs             | Possible meanings                 |
|-------------------|-----------------------------------|
| $\Rightarrow$     | Trains, provokes, becomes         |
| $\Leftarrow$      | Comes from, cause, has its origin |
| $\Leftrightarrow$ | Equivalent to, cause              |
| $\downarrow$      | Down                              |
| $\uparrow$        | Up                                |
| $\nearrow$        | At the flow rate                  |
| $\nearrow$        | Increases, grows, rises           |
| $\searrow$        | Decrease, descend                 |
| $\sim$            | Varies, unstable                  |
| $\Sigma$          | Sum, totality                     |
| $\Phi$            | Nothing, empty                    |
| $\neq$            | Different, is not                 |
| $=$               | Equivalent, equal                 |
| $\approx$         | Looks like, approximately         |
| $\gg$             | Is greater than, is better than   |
| $\lessgtr$        | Is less than, is worth less than  |

### 5.2. Use abbreviations

| Abbreviations | Meanings      |
|---------------|---------------|
| tjs           | Always        |
| js            | Never         |
| tt            | All           |
| bcp           | a lot         |
| Ts            | All           |
| ex            | Example       |
| ns            | We            |
| Comm°         | Communication |

## 6. Little tips

Before:

- ❖ Know what's coming;
- ❖ Review the notes from the previous class;
- ❖ Read the course outline;
- ❖ Read a little about the course topic.

During:

- ❖ On the first page: date, course title, name;
- ❖ Colors: main idea, secondary ideas,...
- ❖ Space and shapes: encircle, frame, etc.
- ❖ Symbols: drawings, arrows, flag, star.
- ❖ Abbreviations: as logical as possible.

After:

- ❖ Review your notes after class;
- ❖ Reread and complete the notes;
- ❖ Look up unknown words and write down the definitions;
- ❖ Find the important words and highlight them;
- ❖ Take care of the diagrams (e.g.: enlarge the tables);
- ❖ Sort the notes.