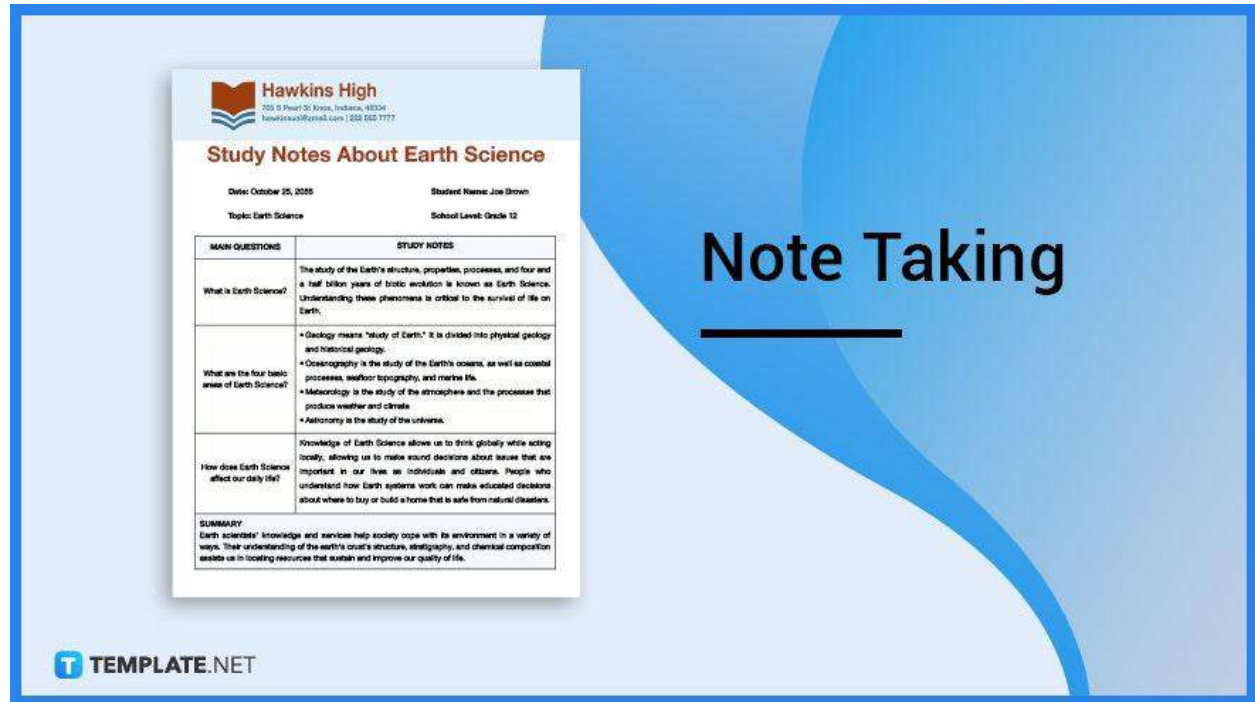


# Note Taking

Note taking is the process of jotting down information on a sheet of paper or an electronic device from various sources in an organized manner. It is also a skill essential for students and working adults, professional and non-professional alike.



## Note Taking Definition and Meaning

Note taking is the act or process of taking notes.

Note taking is gathering information from different sources and writing them down on paper in a way that is easy to come and understand.

## What Is Note Taking?

Note taking is collecting pieces of information from a source or speaker and then listing them in an outline using bullets or grouping them into categories and sections through diagrams. It is a process of recording important data in a notebook or journal. It is also an essential skill that should be mastered especially by people who are studying or who are frequent at conferences.

# 10 Types of Note Taking

## College Note Taking

**College note taking** is recording details professors give away during class that can't be found in textbooks or other review materials. This is where active listening skills come in handy paired with quick comprehension. A person must be quick in identifying what information is most valuable.

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### Study Notes About The Introduction To Psychology

Date: March 9, 2050      Student Name: Jane Michaels  
Topic: Psychology 101      School Level: 1st Year College

MAIN QUESTIONS	STUDY NOTES
What is Psychology?	The study of the mind and behavior is known as Psychology. It includes biological factors, social pressures, and environmental factors that influence how people think, act, and feel.
What are the ten main branches of Psychology?	Clinical Psychology, Abnormal Psychology, Educational Psychology, Cognitive Psychology, Behavioral Psychology, Forensic Psychology, Occupational/Industrial Psychology, Developmental Psychology, Medical/Health Psychology, and Biopsychology.
What are the uses of Psychology?	Psychology's most visible application is in the field of mental health, where psychologists use principles, research, and clinical findings to assist clients in managing and overcoming symptoms of mental distress and psychological illness. Developing educational programs, Ergonomics, Informing public policy, Performance enhancement, Personal health and well-being, Social program design, and Understanding child development are some of the additional applications for psychology.

**SUMMARY**  
Individuals and society as a whole benefit from psychology. Improving our understanding of how people behave as they do and understanding the different factors that can impact the human mind and behavior are some of the ways psychology contributes to individuals and society.

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# Cornell Note Taking

The [Cornell note taking](#) promotes better organization of ideas through its three-area layout, which is composed of the note taking area, the cue column, and the summary. Note taking area consists of lengthy sentences covering the general idea of a topic while the cue column comprises short forms of those from the previous area. Furthermore, summary, the last area in the Cornell method, allocates space for the brief analysis of ideas found in the other two sections.

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## Anthropology 101 Notes

**Date:** November 11, 2055  
**Name:** Zoella Anderson  
**Topic:** Introduction to Anthropology

RECALL	NOTES
<ul style="list-style-type: none"><li>• The impact of Anthropology in our lives</li></ul>	<ul style="list-style-type: none"><li>• Anthropology has the capacity to transform us, to reveal new options and answers to our social and personal difficulties by unlocking our preconceptions about everything: parenting, politics, gender, race, cuisine, economics, and so much more.</li></ul>
<ul style="list-style-type: none"><li>• The application of Anthropology in real life</li></ul>	<ul style="list-style-type: none"><li>• Anthropology is applicable in everyday life. It is a study of cultural and biological diversity in humans. Anthropological insights help us make sense of our struggles, laugh at our own cultural gaffes, and find meaning when we need it the most.</li></ul>
<ul style="list-style-type: none"><li>• Careers in Anthropology</li></ul>	<ul style="list-style-type: none"><li>• International development, cultural resource management, the legislative branch, forensic and physical anthropology, natural resource management, and the defense and security sectors are all possible career choices.</li></ul>

**SUMMARY**

Anthropology allows you to study every aspect of human existence. It is a portal into the unknown. Anthropology answers questions about ourselves, our past, present, and future. Anthropology helps to bring people from all over the world together.



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# Student Note Taking

**Student note taking** is a type particularly associated with people who are studying. They may either be in a college, a university, or a local high school. This type may solely be intended for its namesake.

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Montenare High School

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montenarehigh@gmail.com | 202 555 7777

Study Notes About Poetry

Date: March 19, 2054

Student Name: Kylene Perez

Topic: Poetry - 9th Grade English

School Level: Grade 9

MAIN QUESTIONS	STUDY NOTES
What is Poetry?	Poetry is a type of literature that uses a concentrated, lyrical arrangement of words to convey a thought, describe a scene, or tell a story. Poems can be structured with rhyming lines and meter, which refers to the rhythm and emphasis of a line based on syllable beats. Poems can also be freeform, meaning they have no formal structure.
How do we write poems?	The first line of a poem should pique the reader's interest, allude to the poem's thematic intentions, and provide insight into the poet's writing style. The majority of poetry is written in verse rather than prose. This means that it employs line breaks, as well as rhythm or meter, to convey information to the reader.
How can writing poems help individuals to express themselves?	To express our emotions through pen and paper, we must be open and honest about them. This is the first step toward truly expressing ourselves. This acknowledgment of our innermost thoughts allows us to be true to ourselves while also increasing our self-esteem.

SUMMARY

Poetry is a literary work in verse writing of high quality, great beauty, a work of art, with emotional sincerity or intensity, a graceful expression displaying imagination and deep feeling, and of beautiful and elegant quality. It is a profound insight that enables a poet to idealize reality and see things or situations in a specific way, to express his feelings freely and to represent them in such a way that the readers are delighted.

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# Digital Note Taking

**Digital note taking** is a type that uses a product of technology—this could be a laptop, a phone, or a tablet—to jot down notes from a class or a lecture. For many, this is better than manually writing on a sheet of paper. Technological advancement contributes a huge factor to the emergence of this factor.

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## Study Notes About Advertising

**Date:** January 5, 2050 **Student Name:** Zoe Carson




**Topic:** Effective Advertising **School Level:** Grade 10

MAIN QUESTIONS	STUDY NOTES
What is Advertising?	Advertising is a form of promotion that aims to sell a product or service to a specific audience. It is one of the oldest forms of marketing that attempts to persuade its target audience to buy, sell, or do something specific.
What are the types of Advertising?	Paid search advertising, social media advertising, native advertising, display advertising, print advertising, broadcast advertising, outdoor advertising are the various types of advertising.
How to make Advertising effective?	Make sure your ads are 'on strategy' with your business plan; communicate a simple, single message; maintain a likable and credible; ask for the sale; ensure the ad is competitive; ensure it looks professional; and be truthful.

**SUMMARY**  
Advertising has advanced the process of raising awareness about any product or service in society. It has enabled consumers to learn more about a service or product before making a purchase. Advertising has advanced in terms of creativity and innovation.

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# Nurse Note Taking

[Nurse note taking](#) is specific for professional and student nurses. It still has the same goal of keeping records of details and information from lectures and patients. However, this type emphasizes the importance of dates and signatures on the notes for verification purposes.

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andreshospital@gmail.com | 222 555 7777




## Nurse Narrative Notes

**Date:** June 7, 2057  
**Name:** Holly Goldberg, RN

On June 5, 2057, an 80-year-old male was admitted with acute urinary obstruction. He presented to the ER with hematuria caused by foley trauma. On June 6, 2057, the decision was made to place a suprapubic catheter. He is alert and focused solely on one person. He reports no pain and a pain scale of 0 to 10.

**Footnotes:**


1. The following are the baseline vitals: respirations-18, blood pressure 135/56, Sao2-100 percent HR.60.
2. He has intermittent heart rates in the 40s.
3. All of the pulses are moderate in strength. Lung sounds became quieter.



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# School Note Taking

**School note taking** is a type that is done within an educational institution. Usually, this transpires during a class or a lecture. Students and teachers are categorized as users of this type.



**Saoirse Academy**  
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saoirseacademy@gmail.com | 222 555 7777

## Study Notes About Marketing

**Date:** August 25, 2050

**Student Name:** Carl Munson

**Topic:** Business Marketing

**School Level:** Grade 11




MAIN QUESTIONS	STUDY NOTES
What is Business Marketing?	When a company markets and sells its products or services to another company or organization, this is known as business marketing. Businesses that buy these products may use them in manufacturing, running their businesses, or reselling. Business marketing is based on much more personal and direct relationships between companies.
What are the components of an effective marketing plan?	Set your company apart from the competition by establishing clear goals and objectives, using market segmentation to identify your target audience, developing an appropriate multi-channel marketing strategy, planning your budget, and measuring and collecting data.
What are the types of marketing strategies?	Place, price, product, and promotion are the four Ps of marketing. Companies can ensure they have a visible, in-demand product or service that is competitively priced and promoted to their customers by carefully integrating all of these marketing strategies into a marketing mix.

**SUMMARY**

Marketing is essential because it assists you in selling your products or services. The primary goal of any business is to make money, and marketing is a critical channel for achieving this goal. Many businesses would not exist without marketing because it is ultimately what drives sales.

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# Sheet Note Taking

[Sheet note taking](#) is the opposite of digital note taking. It is a type that encourages good handwriting. Having neat and readable handwriting leads to effective reviewing or learning since data is manually taken down on a sheet of paper.

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## Study Notes About Social Media




**Date:** May 17, 2057 **Student Name:** Lucas James

**Topic:** Social Media Marketing **School Level:** Grade 11

MAIN QUESTIONS	STUDY NOTES
What is Social Media Marketing?	The use of social media platforms and websites to promote a product or service is known as social media marketing. Although the terms e-marketing and digital marketing continue to be dominant in academia, social media marketing is gaining popularity among practitioners and researchers.
What are ways to promote on social media?	It only takes 7 steps to get started with social media marketing. The first step is to select your social media platform, create your social media brand, complete your profile, integrate your logo, post content on your social profiles, use social media buttons to promote your profiles, and cross-promote on other channels.
What is the impact of social media in promotions and marketing?	Social media assists in reaching a larger audience. Almost 90% of marketers say their social marketing efforts have increased business exposure, and 75% say they have increased traffic. It is an excellent way to raise brand awareness and stay in touch with your customers.

**SUMMARY**

Businesses can use social media to form more meaningful relationships and learn more about potential customers. A company can gain consumers and receive feedback from their target audience. It has the potential to generate new traffic streams that will lead people to their products and solidify their consumer identity.

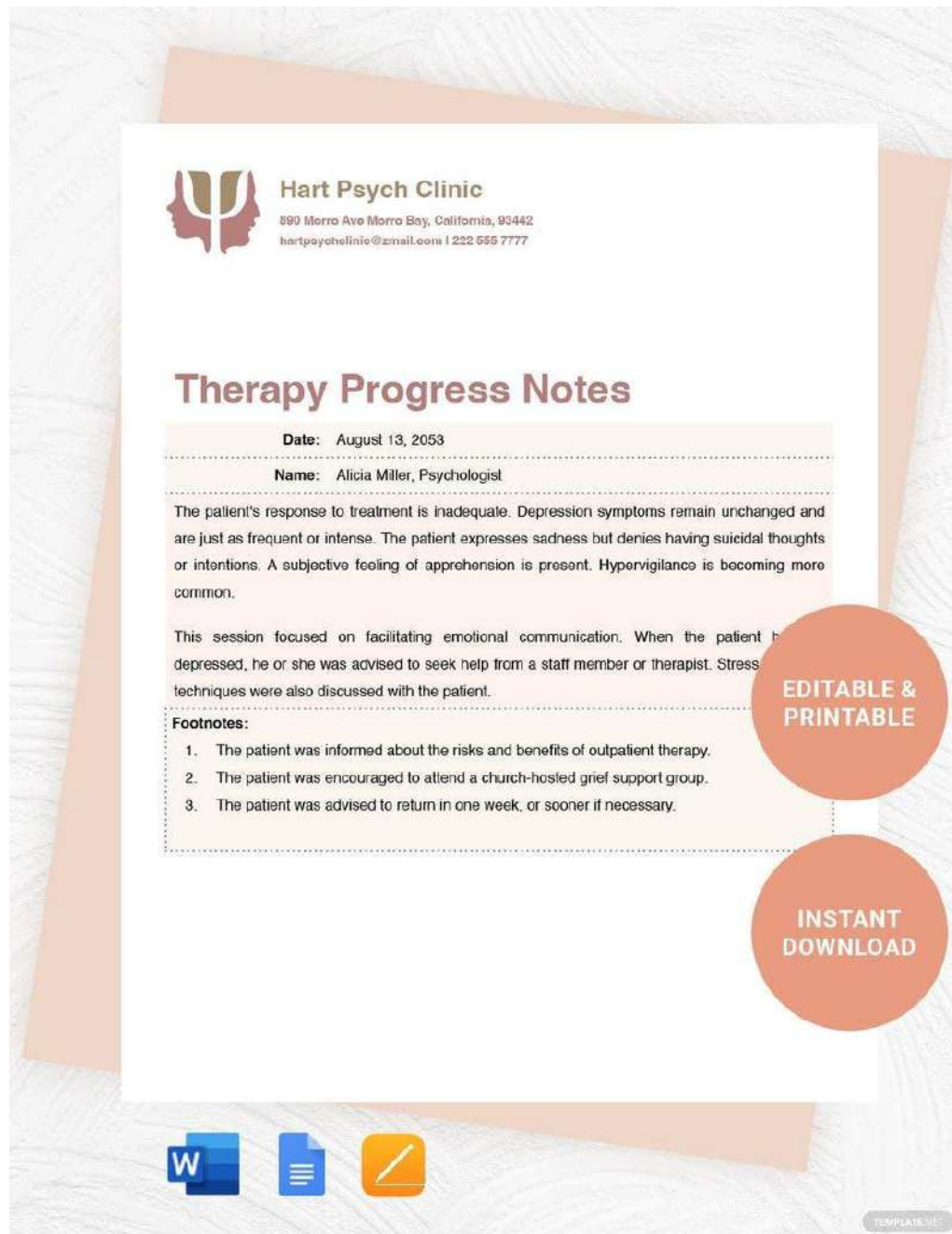


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# Therapist Note Taking

[Therapist note taking](#) is done by a mental health professional during a private counseling or therapy session. This helps a therapist process a client's or patient's thoughts. Technically, notes taken down during a session are called Psychotherapy Notes.



The image shows a digital template for 'Therapy Progress Notes' from Hart Psych Clinic. The template is presented as a white card with rounded corners, set against a background of overlapping light orange and white papers. At the top left of the card is the Hart Psych Clinic logo, which consists of a stylized purple and gold 'H' inside a circular frame. To the right of the logo, the clinic's name 'Hart Psych Clinic' is written in a bold, sans-serif font, followed by its address '890 Morro Ave Morro Bay, California, 93442', email 'hartpsychclinic@gmail.com', and phone number '1 222 555 7777'. Below this header, the title 'Therapy Progress Notes' is centered in a large, bold, dark red font. The main body of the template is divided into sections by dotted lines. The first section is labeled 'Date:' and contains the text 'August 13, 2053'. The second section is labeled 'Name:' and contains 'Alicia Miller, Psychologist'. The third section contains a paragraph of text: 'The patient's response to treatment is inadequate. Depression symptoms remain unchanged and are just as frequent or intense. The patient expresses sadness but denies having suicidal thoughts or intentions. A subjective feeling of apprehension is present. Hypervigilance is becoming more common.' The fourth section contains another paragraph: 'This session focused on facilitating emotional communication. When the patient became depressed, he or she was advised to seek help from a staff member or therapist. Stress management techniques were also discussed with the patient.' The fifth section is labeled 'Footnotes:' and contains a numbered list of three items: '1. The patient was informed about the risks and benefits of outpatient therapy.', '2. The patient was encouraged to attend a church-hosted grief support group.', and '3. The patient was advised to return in one week, or sooner if necessary.' To the right of the main text area, there are two large, overlapping orange circles. The top circle contains the text 'EDITABLE & PRINTABLE' in white, and the bottom circle contains 'INSTANT DOWNLOAD' in white. At the bottom of the card, there are three icons: a blue Microsoft Word icon, a blue Google Docs icon, and an orange Notepad icon. In the bottom right corner of the entire image, there is a small, light gray rectangular button with the text 'TEMPLATE.NET'.

**Hart Psych Clinic**  
890 Morro Ave Morro Bay, California, 93442  
hartpsychclinic@gmail.com | 222 555 7777

## Therapy Progress Notes

**Date:** August 13, 2053

**Name:** Alicia Miller, Psychologist

The patient's response to treatment is inadequate. Depression symptoms remain unchanged and are just as frequent or intense. The patient expresses sadness but denies having suicidal thoughts or intentions. A subjective feeling of apprehension is present. Hypervigilance is becoming more common.

This session focused on facilitating emotional communication. When the patient became depressed, he or she was advised to seek help from a staff member or therapist. Stress management techniques were also discussed with the patient.

**Footnotes:**

1. The patient was informed about the risks and benefits of outpatient therapy.
2. The patient was encouraged to attend a church-hosted grief support group.
3. The patient was advised to return in one week, or sooner if necessary.

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# Lecture Note Taking

**Lecture note taking** is recording information, concisely and efficiently, on a notebook or a laptop. This is done while actively processing facts during a business meeting or an academic lecture. It is beneficial for students, businessmen, and corporate personnel, to acquire a skill of this particular type.

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daltoncollege@gmail.com | 222 555 7777

## Study Notes About Sociology




**Date:** May 20, 2050 **Student Name:** Rebecca Hunt

**Topic:** Introduction to Sociology **School Level:** 1st Year College

MAIN QUESTIONS	STUDY NOTES
What is Sociology?	Sociology is the study of human social institutions and relationships. The subject matter of sociology is diverse, ranging from crime to religion, from the family to the state, from racial and social class divisions to shared cultural beliefs, and from social stability to radical change in entire societies.
What are the methods of sociological research?	Sociologists commonly use the following methods of social investigation: survey, participant observation, ethnography, case study, unobtrusive observations, experiment, and secondary data analysis, or use of existing sources.
What is sociological research?	Sociological research is defined as the systematic investigation of people, institutions, or social phenomena through the use of measurement techniques such as surveys, interviews, focus groups, ethnography, or textual analysis.

**SUMMARY**  
Sociology provides critical insight and perspective on social problems. Sociology has altered our perspective on crime, its causes, and its consequences. Sociology is critical to understanding international issues.


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# Lined Note Taking

**Lined note taking** is writing down information on a paper with a graphic design. The material used for this type is usually aesthetic but, at the same time, effective, especially for visual learners. Lined note taking is also efficient for people who are critical of uniformity which, in this context, refers to the spacing between sentences or phrases.



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## Study Notes About Music

**Date:** December 5, 2055

**Student Name:** Perrie Sullivan

**Topic:** Importance of Music




**School Level:** Grade 8.

MAIN QUESTIONS	STUDY NOTES
What is the importance of music?	Music Education enhances learning skills, communication skills, discipline, cultural awareness, respect for others, and self-esteem accomplishment.
What are the major music genres?	Rock, Jazz, Electronic Dance Music, Dubstep, Techno, Rhythm and Indie Rock, and Electro are the world's most popular musical genres.
What is the impact of music on our lives?	Music has the power to alter our mental states and improve our mood, energy and motivation when we need it. It can calm us down when we're stressed, and re-inspire us when we're feeling down.

**SUMMARY**  
Music stimulates the intellect, which in turn stimulates our creativity. A creative mind is essential for breakthroughs. Music is a terrific tool for memorizing and may be highly interesting in itself. It cuts through all communication barriers.

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# **Note Taking Uses, Purposes, Importance**

Effective note taking is a skill anyone can benefit from whether professionally or personally. It is useful, especially in the field of business, medicine, and education. Here are five reasons why note taking should be mastered:

## **Focus and Attention To Detail**

Active note taking trains the brain to focus on key information necessary for learning a particular topic. This also intensifies attention to details that may be overlooked by someone who lacks skill in note taking. However, this needs continued practice to maintain these skills.

## **Prioritizing Skill**

Because one can't take all the information in the world all at once, one must know what is the most valuable to consume during a period of time. Note taking helps in sectioning and categorizing facts from most to least important. This is applicable in a professional environment and in an everyday life.

## **Comprehension and Retention**

Note taking improves a person's comprehension since it requires an understanding of lessons and texts in order to come up with a summarized version that is efficient for reviewing. It also refines retention because most of the information written down is more likely to be remembered than those merely recorded mentally. Adding note-taking to anybody's roster of habits could come in handy on a daily basis.

## **Organizational Skill**

Through note taking, organizational skills can be enhanced. Categorizing and compartmentalizing are used for an easier understanding of large data. Therefore, note taking is teaching a person to look for creative ways to organize thoughts and ideas.



## **Record of Key Information**

Information collected, through note taking, on a paper or a digital note, serves as great material for reviewing later on for an exam or a presentation. According to Nick Blackburn, good and comprehensive notes are useful when there is a need to recall something from before. They are a great memory capsule of personal thoughts on particular topics that are easy to reach when needed.

## **What's in a Note Taking? Parts?**

### **Note Taking Area**

This is where details and information are written fully and meaningfully.

### **Cue Column**


The cue column contains the shortened version of sentences, or the main idea, in the note taking area, which will be used in the remaining Rs (the first two, being record and reduce) of note-taking: recite, reflect, and review.

### **Summaries**

References and summaries of the main ideas above are allotted here.

# Note Taking Anatomy

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## Study Notes About Science

Date: March 5, 2020 Student Name: Samuel Lucius  
Topic: The Respiratory System School Level: Grade 12

MAIN QUESTIONS	STUDY NOTES
What is the respiratory system?	The respiratory system is a network of organs and tissues that aid in breathing. It consists of airways, lungs, and blood vessels. The respiratory system includes the muscles that power the lungs. These components work together to transport oxygen throughout the body and remove waste gases such as carbon dioxide.
What are the functions of the respiratory system?	The respiratory system serves many purposes. It also allows us to talk and smell, warms the air to match body temperature and moisturizes it to the humidity level the body requires, delivers oxygen to the cells, removes waste gases from the body when we exhale, and protects the airways from harmful substances and irritants.
What conditions affect the respiratory system?	Allergies, asthma, infection, disease, aging, and damage are examples of conditions that can cause inflammation (swelling, irritation, and pain) or otherwise affect the respiratory system.

**SUMMARY**  
To keep the respiratory system healthy, we should: Avoid pollutants that can damage your airways, such as secondhand smoke, chemicals, and radon (a radioactive gas that can cause cancer). Don't smoke. Eat a healthy diet. Exercise regularly to keep lungs healthy. and Wash hands frequently to prevent infections.

**Cue Column** (points to the left margin)

**Note Taking Area** (points to the right margin)

**Summaries** (points to the bottom margin)

## How to Design a Note Taking

1. Choose a [note taking size](#).
2. Determine the purpose of the note taking.
3. Select a [note taking template](#).

4. Gather all the information needed for note taking.
5. Identify which data belongs to each section or area in the template.
6. Input the information that fits the section or area.

## How to Design a Note Taking?

---

 **TEMPLATE.NET**

1

Choose a note taking size.

2

Determine the purpose of the note taking.

3

Select a note taking template.

4

Gather all the information needed for note taking.

5

Identify which data belongs to each section or area in the template.

6

Input the information that fits the section or area.

## Note Taking vs. Code

Note Taking is the process of writing down information and determining the main ideas to be kept for reviewing or relearning.

On the other hand, code, based on the Coding Manual for Qualitative Researchers, is most often a word or a short phrase that symbolically assigns a summative, salient, essence-capturing, and/or evocative attribute for a portion of language-based or visual data.

## What's the Difference Between Note Taking, Note Making, and Minute Taking?

Note taking is the method of writing brief parts of a topic that hints at a general idea of a certain subject.

Note making is taking notes of information from various sources, with one's inputs and opinions, for personal consumption.

Minute taking is jotting down important details of a meeting and is done by a member of a team or a secretary.

## Note Taking Sizes

[Note taking sizes](#) depend on the usage frequency and the amount of data written down. Here are some suggestions:



# Note Taking Sizes

Types of Note Takings	Size (mm)	Size (in)
Cardbook	55 × 90	2.16 × 3.54
Passport	90 × 125	3.54 × 4.92
Pocket	90 × 140	3.54 × 5.51
A6	105 × 148	4.3 × 5.8
B6	128 × 182	4.3 × 5.8
Regular	110 × 210	4.33 × 8.26
A5	145 × 210	5.70 × 8.26
A4	210 × 297	8.3 × 11.7
Letter	216 × 279	8.5 × 11

## Note Taking Ideas & Example

In case you're looking for something else, here is a list of suggested [note taking ideas and examples](#):

- Grid Note Taking Ideas and Examples
- Pharmacology Note Taking Ideas and Examples
- Nurse Note Taking Ideas and Examples
- Summary Note Taking Ideas and Examples
- Note Taking Paper Ideas and Examples

- Respiratory Note Taking Ideas and Examples
- Meeting Note Taking Ideas and Examples
- Conference Note Taking Ideas and Examples
- Modern Note Taking Ideas and Examples

## **FAQs**

### **What are the rules for Note Taking?**

The five Rs followed in note taking includes recording as many facts and ideas as possible by writing them legibly, reducing sentences into concise phrases that clarify meanings, supporting continuity and boosting memory, reciting ideas and facts, referring to summarize information, using one's own words and then verifying them, reflecting on the opinions and pieces of data from the topic and relating them to other topics to avoid forgetting information, and lastly, reviewing created notes regularly to retain valuable information.

### **What are the methods in Note Taking?**

According to The University of Tennessee, there is five common note taking methods: Cornell, outlining, mapping, charting, and sentence.

### **Why is Note Taking skills important?**

Having note taking skills is important because it helps increase alertness, improve comprehension and organization, and record key information one can come back to whenever.

### **How do you write a Note Taking?**

Write a note taking by choosing keywords or key phrases from a particular topic and then outlining them (main topic over sub-topics) or by categorizing important details of a topic into diagrams for a more visual organization.

## **What is the structure of Note Taking?**

The structure of note taking is an inverted pyramid in terms of word count, wherein the top is comprised of rapidly written data picked up from a lecture, the middle with concise versions of the general ideas above, and the tip which consists of the synthesized paragraph referencing the main ideas from the previous stratum.

## **What is the most effective Note Taking?**

Based on popularity and frequency of usage, the most effective note taking method is between outlining method and the Cornell method.

## **Why is Note Taking important for students?**

Note taking is important for students because it helps in improving comprehension and organizational skills, heightening alertness, and strengthening memory among others.

## **How many steps are in Note-Taking?**

There are three steps in note-taking: (1) determine the sources you need and the purpose of the lecture or lesson you want to study, (2) write down the main ideas and facts using techniques that best suit you, and (3) review your organized notes.

## **What is the main purpose of Note Taking?**

The main purpose of note taking is to organize ideas and information in a way that is easier for anyone to understand and to have material ready for review.

## **What should you look for when Taking Notes?**

When taking notes, look for a method that is appropriate for whatever you are studying, find a template (digital or physical) that is efficient and that fits your style, then, look for keywords or key phrases that point to the general idea of a subject or lesson for a more effective note taking rather than writing everything from the books or lecture slides.

## **What should you keep in mind when Note Taking?**

Keep in mind that the goal of note taking is to record the most important parts of a lesson or lecture as rapidly as possible without sacrificing comprehension or sensibleness.

## **What Note Taking design or layout is most effective for reviewing?**

The effectiveness of note taking designs and layouts depends on the user's personal interest and learning habits, wherein visual learners prefer a more graphic design (which includes diagrams and color-coded characters or symbols), while conventional learners use a visually laid-back design which typically directs to a simple outline of facts.

## **Why is choosing an appropriate template for Note Taking significant?**

Choosing an inappropriate template, relatively, could hinder seamless reading through organized notes which then may eventually affect the quality of studying or learning negatively.

## **How do you improve Note Taking skills?**

You can improve your note taking skills simply by practicing every day and writing or typing any detail in an organized manner.