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Taking notes is an important part of an active study strategy. This section looks at note-taking techniques so you can decide which are best for you. By developing your techniques you can

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make sure that the time you spend on taking notes is really worthwhile.

## **Note-taking techniques | Help Centre | The Open University**

Note-taking yDifferent tasks xPhase 1: listening and analysis, note-taking, short-term memory operations, coordination of these tasks xPhase 2: note-reading, remembering,

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production

yDifficulties: xlf you're thinking too much about how to note something, you will listen less well. xlf your notes are unclear or illegible your

## **Note-Taking for Consecutive Interpreting**

1. Why take notes?

Summary - notes give you an overview of a topic. Memory - note-taking aids retention of

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the information. double processing i.e. not only listening or reading but listening/reading and recording. Revision - notes form the basis of revision or a guide for further reading, for essays, for example. Concentration - note-taking is active, rather than passive.

**Effective Note-taking: the basics - University of Bradford**

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now at the UCLA Anderson School of Management, conducted a series of studies to investigate whether their intuitions about laptop and longhand note-taking were true. In the first study, 65 college students watched one of five TED Talks covering topics that were interesting but not common knowledge.

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In his recent blog post, the founder of Virgin Group, Richard

Branson, says that note-taking is one of his favorite pastime.

Legendary investors in Silicon Valley, John Doerr and Ron Conway, were also spotted to be taking notes in one of Mark Zuckerberg's talks. If you want to be successful, perhaps it's time to start taking

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