

TD 3 .Note taking

- When we talk about note-taking, we immediately think of taking notes from an oral source. However, it is important to remember that notes can come from four different sources:

- 1- From oral sources: lectures, meetings...;
- 2- From one's own mental source: memory, reflection;
- 3- From direct observation of reality: phenomena, experimentation...;
- 4- From written sources: documents, journals, books..."

Taking notes involves capturing the **essential information** as **quickly** as possible, aiming for efficiency and **economy** of words.

❖ Taking notes serves the purpose of:

- Better tracking one's courses
- Preparing for exams
- Preparing a presentation
- Augmenting research

❖ The necessary conditions for effective note-taking primarily involve memorization, attention and concentration, organization and structuring, and economy.

1- Memorization

For the same piece of information, we can have a different mode of representation:

- We see an object, an image: this is visual memory;
- We hear a sound: this is auditory memory.

❖ Two conditions are essential for effective memorization: **perception** and **concentration**.

❖ The principles for effective retention are twofold:

- Visualize the material to be retained (or put it into music);
- Review multiple times."

❖ Sight is our dominant sense among the five. We remember a drawing better than text, confirming the effectiveness of note-taking in the form of drawings or diagrams, using colors.

2- Concentration and Attention

Note-taking requires effort in attention and concentration. Active listening must be practiced, especially in situations involving oral expression. To enhance this listening, one can research the topic that will be discussed before taking notes. Furthermore, during note-taking, it's essential to clearly identify the structure of the presentation: introduction, various sections, seek meaning in the information to be retained, make visual or auditory associations...

3- The structure and organization

➤ Physical Setup

- Ensure an adequate quantity of paper and spare pens or pencils.
- If the topics to be discussed are known in advance, prepare sheets with different thematic sections.

➤ Regardless of the layout, it is important to:

- Space out the notes.
- Place markers in consistent locations (references, remarks...).
- Number the pages.
- Date the pages.

4- Economy

It is not unnecessary to emphasize that invention must be active when learning to take notes: notes typically have only one recipient - the author themselves. Therefore, one can give free rein to their imagination to create means to optimize the time needed for writing. To achieve this goal, various methods are employed, including:


- Signs.
- Abbreviations.
- Word omission.








4-1- Signs



Objectives: Replace words with quickly executable symbols.

Example: Many of the suggested symbols are derived from mathematics, see Table 01.

Table 01: Symbols and Their Meanings.

Signs	Possible meanings.
	Leads to, Causes, Triggers, Goes to, Becomes

	Comes from, Originates from, Derives from
	Below, See below
	Above, See above
	Originally, At the beginning
	Increases, Rises, Progresses positively
	Decreases, Descends, Progresses negatively
	Varies, Unstable
	Sum, Totality
	Nothing, Empty, Desert, Absence
	Different, Not
	Equals Is, Represents
	Resembles, Is not quite the same as
	Is greater than, Is better than, Prevails over
	Is less than, Is worse than, Is overwhelmed by
	Exists, Is found, There are some
	Is part of, Belongs to, Is in the family of
	Is not part of, Is unrelated to, Does not belong to
	In relation to, Compared to, With respect to
	There is a little, In small quantity, In a small amount
	And, Adds to
	More or less, Approximately, About

	Man, Male, Masculine
	Woman, Female, Feminine

4.2 Abbreviations:

Objectives: Replace words with "shortcuts" when symbols are not available.

Examples: Each subject uses its own conventional abbreviations, see Table 2.

Table 02: Abbreviations and Their Meanings.

Abbreviation	Meaning	Abbreviation	Meaning
Hist	History	Eq.	Equation
HW	Homework	EXAM	Examination
DNA	Deoxyribonucleic Acid	you	y
RNA	Ribonucleic Acid	adj	adjective
AIDS	Acquired Immunodeficiency Syndrome	coop	cooperative
b/4	before	w/	with
wrt	write	b/c	because

4.3. Nominalization

Nominalization is the lexical process of forming a noun from a verb that obviously carries the same meaning:

Augment----- augmentation

Develop ----- development

Create -----creation

Ex: Foreign students are motivated to come and study in France. Motivatioⁿ of foreign students to come and study in Fr.