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Autore	Kesselman-Turkel Judi
Titolo	Note-taking made easy [[electronic resource] /] / Judi Kesselman-Turkel and Franklynn Peterson
Pubbl/distr/stampa	Madison, Wis., : University of Wisconsin Press, c1982
ISBN	0-299-19153-2
Descrizione fisica	1 online resource (112 p.)
Collana	Study Smart Series
Altri autori (Persone)	PetersonFranklynn
Disciplina	378/.170281
Soggetti	Note-taking Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Originally published: Chicago : Contemporary Books, c1982.
Nota di contenuto	<p>""Contents""; ""1. There's No Substitute for Taking Your Own Good Notes""; ""Note-Taking Helps You Pay Attention""; ""Note-Taking Helps You Remember""; ""Good Note-Taking Helps Organize Ideas""; ""2. How to Tell What's Worth Noting""; ""Criteria for Deciding What's Worth Preserving""; ""1. Category: What Type of Information Is It?""; ""2. Relevance: Does the Information Relate to the Topic?""; ""3. Importance: Do You Need the Information?""; ""4. Personal Bias: Do You Want to Remember the Information?""; ""Aids That Put Your Notes in Perspective""; ""1. Buy, Borrow, or Make a Course Outline""; ""2. Start Learning the Course Jargon""; ""3. How to Organize Notes""; ""How to Use Outline Form""; ""How to Work Outline Form into a Memory Clue System""; ""How to Use Patterning to Organize Notes""; ""4. Shortcuts for Note-Taking""; ""Use of Shorthand for Quicker Note-Taking""; ""5. Taking Notes from Assigned Text""; ""Learn How to Read for a Course""; ""1. How to Skim""; ""How to Take Notes from Fiction""; ""How to Take Textbook Notes""; ""1. Size Up the Textbook""; ""2. Systematize Your Note-Taking with OK4R""; ""How to Take Notes on Nontextbook Nonfiction""; ""Learn How to Write in Your Books""; ""1. Use the Margin-Sparingly""; ""2. Note Significant Pages in the Front Inside Cover""; ""3. Put Important Data at the End of the Book""; ""A Word about Other Note-Taking Systems""; ""6. Taking Lecture Notes""; ""Listening vs. Reading""; ""Organize Your Tools""; ""Keep Your Course Outline Handy""; ""Keep</p>

Your Mind from Wandering"; "1. Choose a Seat Carefully"; "2. Avoid Friends"; "3. Keep Lecture and Personal Matters Separate"; "4. Stay Awake, Stay Alert "; "Catch the Lecturer's Clues"; "1. Relate the Lecture to Your Assigned Reading"  
"2. Keep Track of Time""3. Listen for Speaking Style"; "4. Keep Alert for the Lecturer's Special Words"; "7. Taking Research Notes";  
"Preparing a Preliminary Outline"; "Listing Research Questions";  
"Using Good Note-Taking Tools"; "1. Prepare a Work File"; "2. Prepare Bibliography Blanks"; "3. Key Your Notes to the Bibliography Blanks"; "4. Note Which Page Numbers Your Notes Came From"; "5. Key Each Photocopy"; "Keeping Notes Legible"; "Taking Adequate Notes"; "8. Taking Minutes of Meetings"; "Appendix A: Notes on Chapter 1"  
"Appendix B: Practice in Analyzing Information and Taking Notes on Lectures""Appendix C: Course Outline for "Methods of Note-Taking""; "Appendices D and E: Speech Outline and Speech Clue Words"; "Appendix F: Shorthand Notes on Chapter 4"; "Appendix G: "Agent X" Research Questions"

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