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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<br>Electronic books.   |
| Lingua di pubblicazione | Inglese  |
| Formato                 | Materiale a stampa   |
| Livello bibliografico   | Monografia   |
| Note generali           | Originally published: Chicago : Contemporary Books, c1982.   |
| Nota di contenuto       | ""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""<br>""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""<br>""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 |

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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