BEFORE WATCHING

What do we write?

communication	• text messages
	• e-mails
	• posts (on Facebook, Instagram, Twitter etc.)
everyday life	☐ recipes
	☐ shopping lists
	☐ to-do lists
	✓ CVs
	✓ cover letters
	✓ contracts
work	✓ tenders
	✓ presentations
	✓ reports
	✓ minutes
	❖ song lyrics
	❖ poetry
art	❖ novels
	❖ plays
	❖ articles
	➢ homework tasks
school	➢ essays (stories, reviews, descriptions, summaries)
	➢ tests
	➢ notes

Why do we write?

- o when we can't talk to somebody face to face
- o to present something to a large group of people so that they can check it later
- o when something must be in a written form in order to be considered valid
- o not to forget about something

DURING OR AFTER WATCHING

What are the three main problems?

- **taking notes passively –** listening actively and writing simultaneously is a difficult task, so we tend to write things down without giving them much thought
- **distractions –** being distracted by Facebook and friends, not giving the lecture your undivided attention
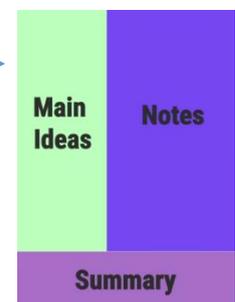- **not being primed –** the content of the lecture is new for us, so we find it difficult to take it in

Wha can we do to overcome them?

- **taking notes passively** – try to make effort and listen actively – analyse the content and select relevant information
- **distractions** – focus on one thing only
- **not being primed** – try to check the topic of the lecture beforehand (take a look at the syllabus, look the topic up online)

What's the Cornell method?

It's a note-taking method. Divide the page into three sections like this ⟶

This way you can organize your thoughts. Besides, it encourages you to learn more actively.

What's the Faynmann technique?

Mentally reteaching yourself what the teacher is saying *(How would I explain this to someone else?)*

Should our notes be clear and organized?

No, because making clear and organized notes may take up too much time which we should spent on actual studying, not on creating 'pretty' notes

Should we rewrite notes on a computer?

No, it's just another example of passive learning. We should focus on applying and understanding the information, not on making it look neater on the paper.

AFTER WATCHING

Are you satisfied with the note-taking method you're using now? Is the anything you'd like to improve?

Students' own answers

Which tips from the video do you agree with and would like to implement? Which tips do you disagree with?

Students' own answers

How can you summarize the main idea behind the video?

Suggested answers:

1. Not accepting things because that's the way somehting has been done for ages – CRITICAL THINKING

Like the author of the video, you might have been taking bad notes your whole life without causing any serious damage or ending up in trouble, but it doesn't mean it's a good approach to follow. Sometimes looking at things from a different perspective and implementing small changes can make your life much easier.

2. Deep analysis and giving something your undivided attention strengthen retention – ACTIVE LEARNING

When in a hurry, we tend just to skim through the information and in the end we get only the general idea of the matter at hand. Then we are likely to forget this information quickly, as we haven't given it enough attention. That might be the reason why we often forget most of the things just after taking the exam.

EXTRA TASK

Prepare notes about the video 'How to take good notes'?

<div align="center">Problems and solutions</div>

Passive note-taking	2Fs	Not being primed
☹ writing down every word	☹ distractions	☹ sense of chaos and confusion
☹ no understanding/analysis		
☹ everybody's doing it		
☺ Cornell method	☺ separate work from play	☺ look up the topics beforehand

SPEED > NEAT