CHAPTER 5

Notes

Multiple Choice

1. Effective note taking consists of three parts:
   a. questioning, highlighting, and reviewing
   b. abbreviating, drawing, and summarizing
   c. observing, recording, and reviewing
   d. abbreviating, recording, and participating

2. Note taking is useful only if you
   a. use a computer rather than the traditional notepad/paper to take notes.
   b. participate as an energetic observer in class.
   c. take enough notes so that you do not have to review later.
   d. analyze the instructor’s mannerisms while observing in class.

3. What is the best way to listen to an instructor’s lecture?
   a. Sitting in the back so you will not be called upon and thus interrupt your note taking.
   b. Hoping the instructor is a good performer and keeps you entertained.
   c. Listening to the lecture with a plan to read your notes at the end of the week.
   d. Sitting as close to the front as possible.

4. During a lecture, if you hear something you disagree with, you should
   a. think about the disagreement internally for the rest of the class so you don’t forget it.
   b. plan a way to interrupt the instructor to ask a question about it.
   c. note your disagreement and continue to focus on the rest of the lecture.
   d. assume the instructor is wrong and therefore ignore the rest of the material.

5. The Cornell format of note taking consists of
   a. symbols, abbreviations, and concepts.
   b. a cue column, a notes section, and a summary.
   c. outlines, key words, and definitions.
   d. first-level, second-level, and third-level headings.

6. Mind mapping helps you in the note taking process because it
   a. involves both left brain and right brain functions.
   b. helps you concentrate on the words.
   c. helps you see if you are really a left brain thinker.
   d. show you how much artistic intelligence you have.

7. When taking notes for an online course it is helpful to
   a. print everything and read it later.
   b. skip the notes because everything is on the computer and always available.
   c. concentrate only on the teacher’s email messages.
   d. write Discovery and Intention Statements to capture key insights.

8. If you miss a class, you
   a. are out of luck.
   b. can call a study partner.
c. can email the course instructor.
d. both b and c.

9. A reason that tape recorders can be used effectively in lecture is because you can
a. use them in place of taking notes.
b. focus more on what is being said.
c. use them when the instructor speaks fast.
d. tape record without the instructor’s knowledge.

10. An effective method for keeping your notes well organized is to
a. write on both sides of the paper.
b. make notes using key transition words and phrases.
c. make editorial comments so that you can remember your feelings on hearing the information.
d. use shorthand notation.

11. Research notes are unique in that they
a. will always resemble the notes you take in class.
b. use source cards (for the bibliography) and information cards (for content).
c. will reflect the course lecture content.
d. must be done using a computer program.

12. The Power Process: “I create it all” is about
a. making others responsible for your welfare and success.
b. blaming yourself.
c. feeling powerful and knowing you can change your behavior and responses.
d. a process that only works well when things are going your way and great.

13. When using Cornell notes to study, you should:
a. cover the right-hand side of your notes with a blank sheet of paper.
b. leave the summary section blank, mentally filling in the summary.
c. condense your notes in the right hand side.
d. all of the above.

14. The Cornell format of note taking includes a cue column that is used
a. for the summary statement.
b. for standard abbreviations that do not need explanation.
c. for pictures and diagrams.
d. to list potential questions or key words generated from the note column.

True/False

15. The best time to review your notes is within 24 hours of writing them.

16. Since Power Points are usually created by the lecturer, they provide no benefit towards your own study notes.

17. Whether it is a writing a term paper or participating in an online course, the Power Process: “I create it all” is all about taking responsibility.

18. Before recording a lecture you should obtain the professor’s permission.
19. Special strategies can be employed to get the most note taking benefit from an online environment while still managing your time effectively.

20. In class, you should accept your wandering mind but fight daydreaming.

21. Besides the technical, one of the problems in taking an online course is procrastination.

22. While taking notes, you should mentally debate the speaker in order to engage with the speaker and the message.

23. Mind mapping organizes information (lecture) in a sequential, linear way.

24. When you schedule conference time with an instructor it then becomes the instructor’s responsibility to ask all the questions and guide the appointment.

25. Because web content usually is free, information from a web source need not be documented as thoroughly as that from print sources and the same concern for plagiarism need not be demonstrated.

26. The four A’s of taking meeting notes are Attendance, Agenda, Agreements, and Actions.

Completion

27. To access your documents virtually, you can store them in a __________

28. A __________ is a name for a group of related ideas or things. __________ are words or phrases that describe the relationship between __________

29. A traditional outline shows the relationship between __________ and __________

30. ____________ is a note taking tool used to reduce an author’s (or instructor’s) message to its essence and display the organization of ideas.

Short Answer

31. List some of the clues that your professor might give that indicate some information is more important (test worthy) than other information.

32. Explain how to use the 4 A’s in taking meeting notes (attendance, agenda, agreements, and action).

33. List some of the things you can do when your instructor talks fast.