

Level 5 – Continuous Improvement with Industry 4.0

Note Taking



MADE
MANUFACTURE
ADVANCED
DESIGN
ENGINEERING

Polytechnic Cymru
Y Ddraig Fawr
University of Wales
Swydd Aberystwyth

South Wales Local Enterprise
Partnership Limited

Your notes

Note Taking



• **Thoughts for Note Taking**

- Examine your current note-taking system
- Explore different note-taking strategies
- Assess which strategies work best for you in different situations
- Consider the purpose.
- What Do You Write?
- What Are Good Notes?
- Create Notes You Will Use.

Your notes

There are many ways to take notes.

It's helpful to try out different methods and determine which work best for you in different situations.

Whether you are learning online or in person, the physical act of writing can help you remember better than just listening or reading. Research shows that taking notes by hand is more effective than typing on a laptop.

Consider Your Purpose

Before you start taking notes, identify how you will most likely want to use them later. Will you need to:

Study for a test?

Provide ideas when you write a paper?

Develop points for pitching your start-up?

Make your notes work for you, by identifying up-front what you need from them!

What Do You Write?

Students sometimes think they need to write every single thing the professor said. If this is you, be careful! If you focus on capturing every single detail, you might be missing the big picture. If you mostly listen during class and don't write much down, you need to be careful too—when it comes time to use your notes, you may find that you don't have much to work with.

What Are Good Notes?

Although different strategies work for different people, efficient note-taking strategies share some common features. Good notes:

Include meaningful abbreviations and symbols

Capture both main ideas *and* important details

May include definitions, an outline, bullet points, diagrams, etc.

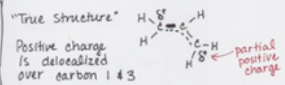
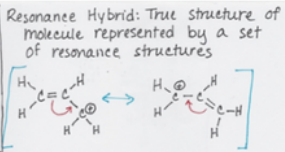
There's no **one** good way to take notes—knowing what works best for you in different situations will make your studying more effective.

Create Notes You Will Use

Overall, good notes are not necessarily very detailed **or** very brief—the main thing to remember is that good notes are notes you can use!

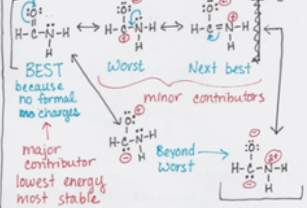
Your no

What is the difference between resonance structures & true structures?

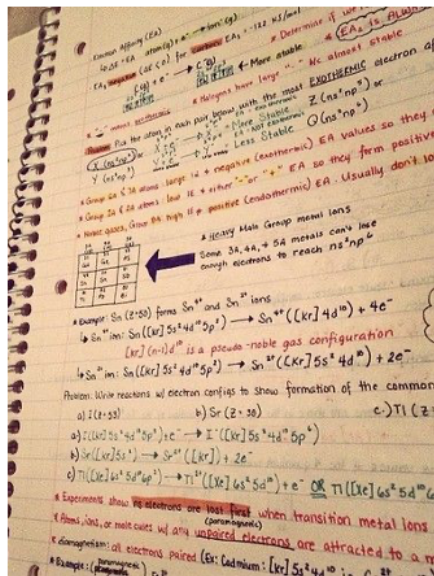


Why does charge delocalization stabilize a molecule?

Some sets of resonance structures have one structure that is very good



Resonance structures are used to represent true structure of molecule. The more resonance structures you can draw, the more stable the molecule due to delocalization of e^- .



Good Notes

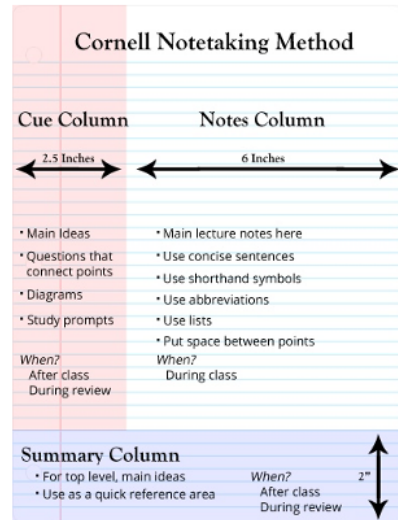


What makes 'Good' notes?

- They are 'useful' notes.
- What happens after the lecture, is more important than what happens during the lecture.

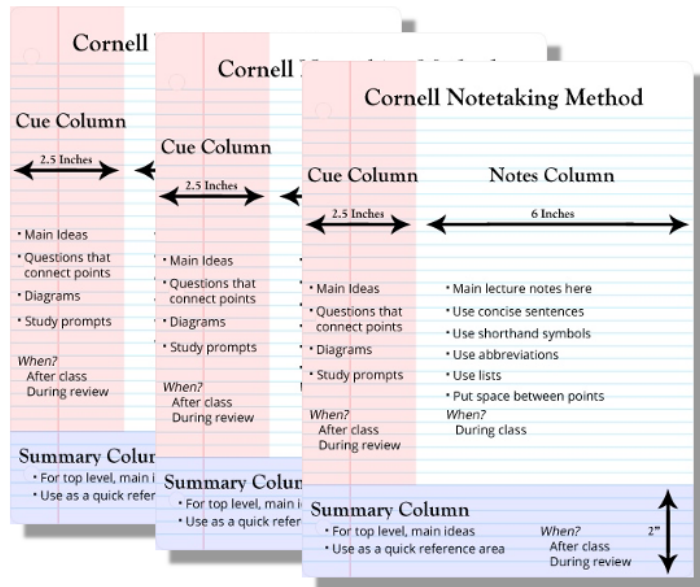
After the Lecture

- Same day.
- 10 or 15 minutes review your notes.
- Fill in the gaps
- Clarify the concepts
- Using different colour



Your notes

Note Taking



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Your notes

Note Taking



• Main Ideas

• Questions that connect points

• Diagrams

• Study prompts

When?

After class

During review

• Main lecture notes here

• Use concise sentences

• Use shorthand symbols

• Use abbreviations

• Use lists

• Put space between points

When?

During class

Summary Column

• For top level, main ideas

• Use as a quick reference area

When?

After class

During review

2"

Summary Column

• For top level, main ideas

• Use as a quick reference area

When?

After class

During review

2"

Summary Column

• For top level, main ideas

• Use as a quick reference area

When?

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Your notes