

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Note-Taking Skills: Options

**Directions:** Whether it's at school, at some point in your career, or even as an adult, you'll need to be able to take good notes if you're reading something that requires you to identify the main and important points. Review the three note-taking strategies below. You'll practice using all three and then you'll have time to pick your favorite and apply it to a *different* reading.

1	2	3
<b>Outline / Bullet Point Method:</b> Create a structured outline or use bullet points to list important ideas in order.	<b>Visual Mapping and Organizing:</b> Use images, symbols, and colors to represent concepts and show relationships.	<b>Sticky Notes, Index Cards, or Notebook:</b> Write key ideas or facts on individual sticky notes or index cards. Arrange and group them.

## Reflection

**Which of these options would you like to use the most? Why? Which would you like to use the least? Why?**

**It's often helpful to learn about unique methods of note-taking from the people we know. Ask a friend or adult how they take notes when they have a lot of information to read and digest. Which strategies they like to use and why?**

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# Note-Taking Skills: Practice

**Directions:** Whether it's at school, at some point in your career, or even as an adult, you'll need to be able to take good notes if you're reading something that requires you to identify the main and important points. Read the article below and use the three different note-taking strategies: outlining, visuals, and tactile tools like sticky notes and index cards to practice your skills.

## "Diwali"

*Diwali, also known as the Festival of Lights, is one of the most important festivals celebrated by Hindus worldwide. This vibrant and joyous festival usually lasts for five days, and its significance varies across different regions of India.*

*The festival marks the victory of light over darkness and good over evil. People prepare for Diwali by cleaning and decorating their homes with colorful rangoli patterns and vibrant lights, including traditional oil lamps called diyas. The lights symbolize the inner light that protects from spiritual darkness.*

*During Diwali, families come together to share sweets and exchange gifts. It's a time for feasting and enjoying delicious dishes. Many also wear new clothes and adorn their homes with flowers to welcome the festivities.*

*One of the key rituals of Diwali involves lighting fireworks, adding to the dazzling display of lights and colors in the night sky. The spectacular fireworks represent the joyous celebration of the triumph of good over evil.*

*Diwali is also a time when communities come together to celebrate unity, happiness, and the spirit of togetherness. It is a time of spreading joy, sharing love, and embracing the richness of Indian culture and tradition.*

**Place a checkmark next to each strategy once you've used it for the passage above. Be thoughtful and patient with each strategy.**

<input type="checkbox"/> <b>Outline / Bullet Point Method</b>	<input type="checkbox"/> <b>Visual Mapping and Organizing</b>	<input type="checkbox"/> <b>Sticky Notes, Index Cards, etc.</b>
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# ***Note-Taking Skills: Practice***

**Directions:** Use your favorite and most successful note-taking strategy. Which strategy helped you the most? Put this strategy into practice for this article about mindfulness.

## **“Mindfulness”**

*Mindfulness is the practice of being present and fully engaged in the present moment. It involves paying attention to thoughts, feelings, bodily sensations, or the surrounding environment without judgment. This practice has a great impact on mental, emotional, and physical well-being. There are so many benefits.*

*One of the key aspects of mindfulness is learning to focus on the present. By being fully aware of the current moment, individuals can reduce stress and feelings of overwhelm. Mindfulness techniques, such as deep breathing, meditation, or walking, can help calm the mind.*

*Moreover, mindfulness cultivates self-awareness. It encourages individuals to observe their thoughts and emotions without getting carried away by them. This self-awareness allows for better understanding of one's feelings and reactions, leading to better control over one's emotions.*

*In addition to its mental and emotional benefits, mindfulness positively impacts physical health. Studies have shown that regular mindfulness practice can help us sleep better and stay healthy.*

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# ***Note-Taking Skills: Reflection***

**Directions:** Review your note-taking artifacts: look over your outline, your visuals, and your sticky notes and index cards. Take time to pause and reflect by answering the questions below in complete sentences.

**Which note-taking strategy helped you capture and organize information most effectively? Why and how do you know?**

**Which note-taking strategy was the most challenging for you? Why do you think so?**

**Moving forward, which note-taking strategy would you favor the most? Why? Also consider how *what* you're reading might impact the strategy you'd use. For instance, would you prefer the same note-taking strategy when learning about science as you would history? Why? Really think about this!**