



## Note-Taking Quick Reference Page

for "Listening is Not the Same as Hearing"  
<http://www.livinghistoryfarm.org>

### ➤ Why Take Notes?

1. It helps you to remember important information.
2. It helps you concentrate.
3. It helps you organize information.
4. Your notes are one of your best resources for first and final drafts of research papers.
5. Notes from interviews contain information that cannot be found elsewhere or recreated.

### ➤ How Do I Take Notes?

1. Concentrate on the interview (or on the reading material).
2. Decide on one format for note-taking and try to stick with it.
3. Take notes selectively. Do NOT try to write down every word. Remember that the average person speaks approximately 125-140 words per minute, and the average note-taker writes at a rate of about 25 words per minute.
4. Translate main ideas into your own words.
5. Keep it short. Write down only the major points and important information.
6. Write legibly. Notes are useless if you cannot read them later!
7. Don't be concerned with spelling and grammar.

### ➤ How Can I Tell It's Important?

The speaker is usually making an important point if he or she:

1. Pauses before or after an idea.
2. Uses repetition to emphasize a point.
3. Uses introductory phrases to precede an important idea.

### ➤ Is There More than One Way to Take Notes?

1. Outlining.
2. Flowcharts, diagrams.
3. Listing with space in the margin for future comments.