



Telegraphic note taking

-an innovative technique

What is the point of taking lecture notes?

- So you can capture the lecturer's ideas on paper to enable you to take the information home and study it.
- Ideally taking notes will help provide you with a deeper understanding of the material.
- Keep you active and engaged during the class lecture.

Shouldn't I take notes in my own words?

- Ideally yes, but that takes quite a bit of practice, if you are not at that point yet, your priority is to get the important information down onto paper, then translate your notes into your own words.
- Well, then wouldn't it make sense for me to just tape the lecture instead?
 - Probably not! Taping the lecture can cause more harm than good. Because you tend to stop listening to the lecture- so you don't think to ask questions in class, and then you spend a lot of time transcribing the tape instead of studying.

So, what is the answer?

- Use the “telegraphic” note taking technique. Based on the Western Union telegram.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable sign above or preceding the address.

WESTERN UNION (21)

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1901-2

SI-GNS
DL = Day Letter
NM = Night Message
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

The filing time as shown in the date line on full-rate telegrams and day letters, and the time of receipt at destination as shown on all telegrams, is STANDARD TIME.

Received at 1211 East Grand Street, Elizabeth, N. J. 6:35 MAY 29 PM '05

NAH353 7=WUX CAMBRIDGE MASS 29 547P

MR AND MRS E J GITTEN=
447 EAST THIRD AVE ROSELLE NJ=

DEAR MOTHER AND DAD GRADUATED OK LOVE=
SON.

MINUTES IN TRANSIT
FULL-RATE DAY LETTER

PATRONS ARE REQUESTED TO FAVOR THE COMPANY BY CRITICISM AND SUGGESTION CONCERNING ITS SERVICE

What is the telegraphic note taking system?

- A system of note taking in which you write in a very compressed style, without conjunctions or articles.
- Uses two word noun and verb sentences
- Concentrates on the central ideas
- Omits unimportant words
- Summarizes the important material
- Notes are written in short phrases
 - Just like in the telegram from the previous slide, **“graduated ok”**
 - **Those two words say it all!**

A more modern example - Twitter, Inc.



- Think about taking notes like you are writing a “tweet” you have a maximum of 140 characters to get your point across.
- Think about this example: You say to your mother “Mother, dearest, you are the best mother in the world. No one could be luckier than I am to have you as my mother. You do so much for me. I am so very thirsty, and I would appreciate it very much if you would be so kind as to bring me a glass of ice water. I think if I do not have a glass of ice water now, I may just pass away from thirst.”
 - ***Now, reduce that paragraph to a “tweet” How would your tweet read?***
 - ***“water, now”***

Summary

- Take notes to facilitate studying
- Use “telegraphic” sentences
- Concentrate on writing down the main ideas and supporting details using short two-word sentences
- Omit unimportant words from notes
- Avoid audio taping lectures
- TRiO-Student Support Services students please complete the quiz by following this link: [Note Taking Quiz](#)

References:

- <http://www2.elc.polyu.edu.hk/elsc/material/Listening/note-taking.htm>
- <http://www.brazosport.edu/sites/CurrentStudents/TransitionalEducation/Study%20Skills/TakingNotes.aspx>



A presentation by TRiO- Student Support Services

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