

# Note Taking and Planning



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## Note Taking

Techniques and Practice



## Weekly Schedule

Planning your own Schedule.



## Works Cited

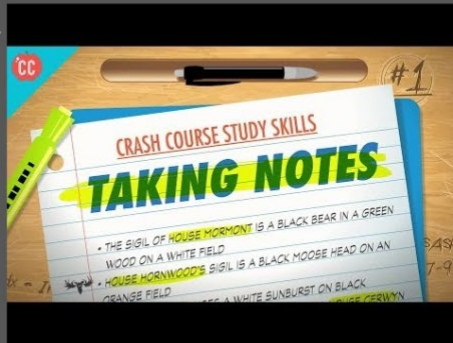
Credit Where Credit is Due.



# Note Taking

Watch the Crash Course on Note Taking to get a feel for different note taking techniques. 2:55-8:20.

After watching the video, consider what techniques you might incorporate and talk with your tutor for a few minutes about your note taking strategies.



[https://youtu.be/E7CwqNHn\\_Ns](https://youtu.be/E7CwqNHn_Ns)

# Note Taking Practice

## Sample Notes

Grab a sheet of paper or open up your laptop, then take what you have learned on note taking, and apply it to the following Kurzgesagt video On Building a Moon Base 0:00-9:00.



<https://youtu.be/NtQkz0aRDe8>

## Notes



## Sample Notes for How to Build a Moon Base Video

- Costs: 20-40 mil. Over 10 years. Long term investments are risky. Moon day 29 earth days. Radiation. Extreme weather.

+ Huge Payout: Resources and foundation for future space travel across the solar system.

### How to Colonize

#### Phase 1

Exploration

#### Phase 2

Missions, outposts, and settlements

#### Phase 3

Colonization with trade, opportunity, and work.

### How to Colonize the Moon

#### Phase 1

We have been to the moon 60 years ago, and we have seen what resources it has. We have been continually examining it with unmanned craft.

#### Phase 2

Create a moon base within 10 years.

Expensive to send rockets to moon.

First expedition will be a small team and they won't stay long.

They will use solar and lay groundwork. Experiment and turn lunar ice into water. Use to grow food.

Create rocket fuel. Supply from an orbital depot.

The moon will make space expeditions more affordable than earth.

#### Phase 3

Must make it self-sufficient

Private contractors will want the resources and rocket fuel. Exports to earth. Economic production.

Lunar soil has what we need for concrete. 3D Printing will provide on demand items.

Experiments, Industry, Population, Workers, scientists, citizens.

Space elevator? Moon as a hub for space travel? Moon independence?

Moon to colonize the solar system.

## **Taking Notes Tips**

Your notes should be easy for you to study, organized, and consistent.

There are many notetaking techniques, so try a few out and see what works best for you.

You may find that your notes for your English, History, and Math classes look very different. In some cases, you may write out a draft of your notes and translate the most important information onto notecards. Review Crash Course Video on Note

## **Initial Notetaking Styles**

**Get it all on paper:** Write down everything. If your professor talks very fast or if there is a lot of information to process, you may not be able to get everything down that you would like.

**Key Points:** Pay attention to the entire lecture but take time to jot down key points not when your professor makes a joke. The goal of this note taking style is to focus on what is most important when there is simply too much information to process and write down all at once.

**Short hand:** Short hand involves developing a shortened writing style, so you can write down more words faster. This technique is useful in getting down large amounts of information but can make it more difficult to study from.

## **Revision and Annotation Notetaking**

These are techniques that you incorporate after you have already taken notes. They are ways to reorganize or focus your notes, so they are easier to study from.

**Annotation:** Go through your notes and use a key to mark them up. This could involve writing in the margins, highlighting or underlining key words and phrases, or even color-coding sections of your notes (The Moon Base notes were taken using the Key Points and Annotation style).

**Organize:** Move the content of your notes around so the content fits neatly into each section of your notes. This method can be effective if your lectures seem to switch topics frequently.

**Rewrite:** Rewrite your notes so they are more focused on what you need to know. This could involve rephrasing or shortening sentences or explaining some sections more clearly.

**Notes:**

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# Weekly Schedule

When Making a Weekly Schedule, Start listing the most important things that will not change, followed by things that can change or be rescheduled, then list things that you don't have to do, but you would like to do. Work on making your own weekly schedule starting with school and work tasks.

**Sample Guide Key:**  
 Green tasks are things that you must do.  
 Blue tasks are things that you should do, but can be rescheduled.  
 Yellow tasks are things that you could do, but don't have to do.  
 Create your own weekly schedule.

Sample Weekly Schedule

Schedule for a full time student.

Weekly Schedule Template

Use this blank template to make your own schedule.

CRAFTON HILLS COLLEGE TUTORING CENTER

# Sample Schedule

CRAFTON HILLS COLLEGE TUTORING CENTER

CRAFTON HILLS COLLEGE TUTORING CENTER

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
7am	Commute to Work	Commute to School	Commute to Work	Commute to School	Commute to School		
8am	Work	English 102	Work	English 101	Work		
9am						Breakfast	Breakfast
10am		Math 115		Math 115			
11am						Homework	Video Games
12pm		Lunch		Lunch			
1pm	Lunch		Lunch				
2pm	TV	Japanese 101		Japanese 101	Homework	Study	Volunteer Work
3pm							
4pm	Homework	Political Science 101	Homework	Political Science 101	TV		
5pm							Dinner
6pm		Dinner		Dinner		Dinner	Study
7pm	Dinner	Homework	Dinner	Homework	Dinner	Movie	
8pm	Read	TV	Read	TV	Spend Time With Friends		
9pm							
10pm							Sleep
11pm	Sleep	Sleep	Sleep	Sleep			
12pm					Sleep	Sleep	

# Blank Template



TUTORING CENTER

TUTORING CENTER

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							
12pm							

## Works Cited

"How We Could Build a Moon Base TODAY – Space Colonization 1." YouTube. Uploaded by Kurzgesagt – In a Nutshell, 16 Sep 2018, <https://youtu.be/NtQkz0aRDe8>.

"Taking Notes: Crash Course Study Skills #1." YouTube. Uploaded by Crash Course, 8 Aug 2017 [https://youtu.be/E7CwqNHn\\_Ns](https://youtu.be/E7CwqNHn_Ns)

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