

P2W Skills for Success

Activity Set 3: Note-Taking



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Funded by the Government of Canada's Adult Learning, Literacy and Essential Skills Program.

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3.1: Getting Started

PART 1

Let's Talk!

- What are the different ways we learn new information at work?
- What are some ways you can keep track of new information?

PART 2

What?

- Write notes to remember and organize information.
- Take notes during meetings, presentations and classes.
- Make notes while reading to understand and remember.

Why?

To keep track of new information, to remember work that needs to be done or work that has been completed

Who?

- ✓ Construction supervisors make notes to document the work completed during the day.
- ✓ Machine operators make notes while reading new equipment manuals to remember important information.
- ✓ Community members take notes during meetings to remember what was discussed.

What's involved?

- Listening or reading for key information
- Using brief phrases and short forms to write key information
- Reviewing notes to clarify and organize

How about you?



List some situations where you make notes to remember, keep track and organize information.

1. _____

2. _____

3. _____

How comfortable are you making notes?

I need a lot of practice

I'm very comfortable

1

2

3

4

5

6

7

8

9

10

3.2: Why Take Notes?

Read each of the notes below. Work with a partner to discuss why you think workers wrote these notes.

A.

Cleaned equipment in assembly area Thurs.
end of shift
Removed packing materials

B.

* use new order form to
place order for next
week's food delivery

C.

Team Meeting, Apr 2
New loading area will be ready Apr.16
Talk to Rick to request new safety vest
Summer student will start June 15
Next safety meeting May 2, 2 pm

D.

Hours worked week of May 17:
Tuesday - 8:30 - 4:15
Wednesday 8:15 - 12:00
Thurs. 8:15 - 4:30

Note	Reason for note
A	
B	
C	
D	

Let's Talk!

For each note, discuss these questions:

- Are there any clues in the note to suggest the type of worker who wrote it?
- What might happen if the worker didn't keep track of the information in the note?

3.3: Taking Notes at Work

Read about Caleb's first day on the job, then answer the questions below.



Caleb at Work

Caleb is a new employee at a marina that operates a gas bar, a small grocery store and a snack bar. His job is to pump gas and serve customers in the snack bar and grocery store. He is also responsible for stocking shelves in the grocery store and keeping all customer areas clean.

On his first day of work, the owner of the marina gives Caleb a quick tour. She shows him the gas pumps and explains how to handle customer payments using the cash register and payment terminal. Then she gives Caleb a daily and weekly cleaning schedule and an inventory sheet for the grocery store.

Next, the owner gives Caleb a manual and shows him how to use the gas pumps. She points out the safety section of the manual so Caleb knows the hazards of working with gasoline. She gives Caleb an hour to read through the manual and ask any questions he has. Next, she has Caleb watch a 20-minute video on marina safety.

Finally, the owner introduces Caleb to a co-worker who worked at the marina last season. Caleb spends the rest of the day job-shadowing his co-worker.

1. Underline or highlight all the ways Caleb learns about his job.

2. Caleb took notes so he could keep track of the information he learned. What headings do you think Caleb could use to organize his notes?



Here are some ideas for taking notes at work:

- Keep a small notebook.
- Write notes in a day planner.
- Draw images to help you remember ideas.

3.4: Strategies for Taking Notes

In meetings, presentations and classes...



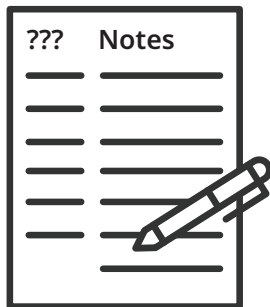
- Focus on key information: note facts, decisions and action items.
- Write notes beside related content in any handouts.
- Afterwards, review your notes. Highlight, underline or rewrite key information and any action items so you don't lose track.

While reading...



- Read short sections of the text (one or two paragraphs) at a time.
- Pause to think about what you have just read, then take notes from memory of what you read.
- Underline, circle or highlight key words and phrases.

Try this...




- Divide a piece of paper into two sections – approximately a one-third section on the left and a two-thirds section on the right.
- Take notes on the right two-thirds of the page.
- List key words or questions in the left column.

You can use this format (called Cornell Notes) to take notes during meetings, presentations and classes. It is also useful for taking notes while reading.

3.5: Notes Practice

Refer to **3.4: Strategies for Taking Notes** to complete the activities below.

Watch the video assigned by the instructor. Take notes in the space below or on a separate sheet of paper.



Read the text assigned by the instructor. Take notes in the space below or on a separate sheet of paper.



3.6: Microsoft Word

Read the notes Kim made when learning about Microsoft (MS) Word, then answer the questions below.

Microsoft Word

What's Microsoft Word?

A popular word processing software

It's also called MS Word or sometimes just Word

Word processing software is like a computerized typewriter but with extra features

What's MS Word used for?

To create, edit and format written documents at home, school and work

To create documents such as:

- Letters
- Resumes
- Reports

Formatting

Refers to using tools to make documents easier to read and more attractive

Examples of formatting:

- Using different fonts
- Using bold, underline or highlighting to draw attention to words
- Using bullets for lists
- Numbering lists

Let's Talk!

- What is MS Word used for?
- What are some examples of documents you have seen recently that you think might have been created in MS Word?
- What formatting did Kim use in her notes?

3.6: Microsoft Word

1. Check the box that describes what you can do using MS Word.

Tasks	Yes	A bit	No
a) Open and close MS Word application.			
b) Create and save a document.			
c) Move between the document and the ribbon.			
d) Use the Home menu to copy, paste and format documents.			

2. Need to learn more?



Yes, please!

Ask your instructor to help you learn or review these skills.



No, I'm good.

Use Word to type and format your notes.

1. Type the notes you took during Activity 3.5 or notes on another topic into MS Word.
2. Use the Home menu to format the notes.
3. Save the notes in a folder on the computer.