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## Chapter 11 study guide business and technology answer key

By the end of this chapter, you will be able to: explain why it is important to take notice. Use four basic ways of taking notes: lists, statements, concept maps, and the coral method. Apply strategies to make it more effective. Organize your notes into effective reading leaders. Use teacher handouts to complete your notes. Determine what to do with your notes after the course is complete. Takes notice to everyone, or at least claims everyone. But if you take a closer look, many are claiming to take notes on their laptops who are actually surfing the web, and paper copying them with an asterisk is disrupted by a couple of random words that it's important! In college, this approach will not work. In college, your teachers expect you to make connections between class lectures and reading sinuments; They expect you to create an opinion about the material seqed to you; They expect you to make connections between content and life out of college. Your notices are your road maps for these ideas. Do you take good notice? After hearing, taking notes is the most important skill to ensure your success in a class. Effective note taking is important because it supports: your listening efforts. Allows you to check your understanding of the content. You write important ideas when you help you remember better content. Gives you a sense that what the instructor thinks is important. Creates your own in-text reading guide. Effective note taking students help maintain that they have learned in class so that they can use material stoiding and building their knowledge and later to deal with more complex concepts. In fact, research shows that there is 34 percent chance that students will remember important information if it exists in their notes but only has a 5 percent chance so it isn't. It doesn't matter if you prefer to write short summaries or create visual guides and diagrams in your notes. The important thing that works for you is to find a note-taking strategy. There are different notes to take forms, and what you have selected depends on your personal style and the instructor's approach to the content. Each notebook, index card, or digital form on your laptop can be used. There is no specific type good for all students and all situations, so we recommend that you prepare your style, but you should also be ready to modify it to meet the needs of a specific class or instructor. To be effective, all of these methods you need to actively and think; only under The Jutang will be used very little for you. There are a few recommendations to try: Stay organized: Keep your notes and handouts separate for each class. For example, you may have a different notebook and folder for each class or larger With different tabs for each class. This will save you time trying to organize and find your notes when studying for an exam. Use your paper: Many students try to fit all of the one-day class notes on a page and are often left with many extra blank pages in their copy. Instead, change your instructor themes every time, flip to a new page. This makes you easier to find content and make your notes more cleaner. Use visual lying: Try exhibition, arrow or drawing arrow or fly points next to any important or difficult concepts. It will focus on these parts and remind you to spend more time reviewing them. Similar concepts, along with groups: grouping or reading of the shocked content is a good way to make it easier. You can try drawing important concepts and attaching to small, relevant concepts or sketch ingume information. Either can act as an effective reading guide. Make notes worth while: Some people are dirty handwriting. However, when you take notice, it will then make it easier to write clearly. If you are asked to share your notes with another student, it is also helpful. If laptop usage is allowed during class, you can also write down your notes. The following video detects other specific strategies for taking notes: The note taking system has a chart with a brief explanation of the following important note-taking system. They are described more profoundly in this chapter. Explain the method when using a listing list of ideas they offer. Short sentences or complete paragraphs in lists can explain ideas in more detail. This is the way most students use it as a fallback operation if they don't learn other methods. This method usually needs a lot of writing, and you can find that you are not with the professor. It is not easy for students to prefer ideas in this way. Replaces the outline procedure with the left-hand range of most important ideas, which are counted with Roman points. Ideas to support these important concepts are tobe touted and noted along capital lines. Under each of these ideas, more detail can be added, nominated with an Arabic number, a lower letter, and. A good way of using when the material spouted by the instructor is well managed. It's easy to use when taking notes on your computer. Concept maps When a concept map is designed, take a central view at the center of the page and then add lines and new circles to the page for new ideas. Use arrows and lines to connect with different views. Great way to show the relationship between ideas. It's also good that the instructor goes from one idea to hop from another and back. The coral method is that the coral method uses two column approaches. Takes no more than a third of the column page and is often called as Hint or remember column. The correct column (about two thirds of the page) is used to take notice using any of the above or one of the methods described. After class or after you complete reading, review your notes and write key ideas and concepts or questions in the left column. You may also include a summary box at the bottom of the page, in which to write a summary of the class or read in your own words. The Coral Method can include any of the above methods and provide a useful form to call key concepts, adjustable ideas, and organized review work. Most colleges recommend using some form of the Coral procedure. The way it is listed is not usually the best choice because it is particularly focused on capturing, not on following this information. Most students who have not learned effective reading skills use this method, because it's easy to think about taking notes. Even if you are a specialist in some form of aushalpi, you should probably learn one of the other ways described here, because they are best at helping you process and remember the material. You want to take notes in class using the list procedure, but as part of the review process you have to take down your notes on an outline or concept map procedure after class. It is always important to review your notes as soon as possible after class and write a summary of the class in your own words. The advantage of the outline procedure is that it allows you to prefer content. Important ideas are written to the left of the page, subordinate thoughts are then pot, and the details of subordinate thoughts can be further potted. To further organize your ideas, you can use the custom outline number scheme (starting with Roman points for important ideas, arabic number for the first level, and after the above letters). First you can find it difficult to identify when one walks by an idea from each other. It takes practice and experience with every instructor, so don't! In the early stages you plan to use your curriculum to present to the instructor what is important to determine the important ideas. Your reading sinuments before class can also guide you in identifying important ideas. If you are using your laptop computer to take notice, a basic word processing request (such as Microsoft Word or Work) is very effective. Format Format symbiosis menu by selecting outline formats to format your document. Use the Add or Low Signalbutton to navigation the level of importance you want to give to each item. The software will take care of the number for you! Review your notes after class and then summarize the class in a short paragraph or two using your own words. This summary will significantly affect you And you will help prepare for the next class. This is a very graphic alms of taking notes which is particularly good at capturing the relationship between ideas. To understand the complex material in the concept map, control your visual feel at a look. They also give you flexibility to move from one idea to another and easily (so they are helpful if your instructor walks freely through the material). To create a concept map, start using your curriculum so you'll hear from the level of detail (from the higher level or from summary views on detailed facts). Select a low-level (high level or summary) from the instructor's lecture and place it in a circle in the middle of the page. Then create branches to record more detailed information on this circle, create additional organs as you need them. Arrange these branches with others who are connected with it. When a new high level idea is introduced, create a new circle with your own branches. Links with circles or concepts that are relevant. Use arrows and symbols to capture the relationship between ideas. For example, an arrow can be used to explain the cause or effect, a double-pointed arrow to explain dependency, or a dotted arrow to explain the effects or effect. As with all note-taking methods, you should summarize the chart in one or two paragraphs of your words after class. The Coral Method was developed in the 1950s by Professor Walter Pacok at The University of Coral. It is recommended by most colleges because of its utility and flexibility. This method is easy to use to capture, helpful to define preferences, and is a very helpful reading tool. The coral method is a very specific shape consisting of four box: a header, two columns, and a foter. The header page has a small box across the top. In this, your identity information writes like course names and class dates. There are two columns under the header: a narrow left (not more than a third of the page) and a wide right. The broad column, called notice column, takes the most of the page and is used to capture your notes using any of the methods described earlier. The left column, known as the hint or the memory column, is used to tank important ideas, required words, questions, explanations, and other notes. It should be used both during class and review your notes after class. Finally, use the box in the fotor to write a summary of the class in your own words. It will help you to make sense of your notes in the future and is a worthwhile tool to help you with the memory and reading. Some students like to use index cards to take notice. They actually give their own credit very well in the coral way. Use back or lined up cards to write your notes in class. A Use the concept per key. Unorganized Side In Front The card replaces the left hand gesture column. Use it after class to write the required words, comments, or questions. When you read, cards become flash cards with questions on one side and other's answers. Write a summary of the class on a separate card and keep it on top of the deck as an introduction to it was covered in class. You may have realized that all methods end with the same step: review your notes as soon as possible after class. Any review of your notes is helpful (rekaching using the method of reading them, copying them into your computer, or even taking another note from it). But think! Review notes a commercial activity, not an incomplete process. When you review your notes, think about your questions and determine how you'll respond. (From the next class? Read with a friend? Looking for content in your text or on the net?) Review how content is applicable on the course; make connections with notes from second-class sessions, with content in your text, and with concepts included in class discussions. Finally, it's fun to think about whether the content in your notes is applicable to real life. Consider both of this on a very strategic level (as what do I mean in this material in connection with what I want to do with my life?) as well as on a very similar level (as can I work in conversation sit here with my friends?). Some teachers hand or post their powerpoint slides from their notes or their own lectures. These handouts should not be considered an alternative to taking notes in class. They are a very useful addition and will help you verify the accuracy of your notes, but they are not involved in your own notes as well as the learning process. After class, review your notes with a highlighter in hand and mark the desired words and ideas in your notes. This will help you to write a summary of the class in your words. Watch this video from college information geek about taking notes to class. Regardless of the note-taking procedure you choose, you should get in for all the situations and all courses there are some note-taking habits: Be prepared. Make sure you need to work. If you are using a notebook, make sure you have it with you and you have enough paper. There is a separate notebook or designated section for each class, so your notes from your math are not mixed with notes from your art history. Have a pen and probably to use for a pen emphasis with a different color ink. If you're taking notice on your laptop, make sure the battery is charged! Select the application that best gives your style by taking your note. Microsoft Word works very well for outline notes, but you're working within the coral procedure so you're working I can get notes. (It's easy to straighten your thoughts in the hint or memory column Your notes in the right column. Just make sure you take one care per row!) You can often find templates online taking good notes. Write only one side of the paper. This will allow you to merge your reading notice with your class notes. It will also keep your notes more cleaner. All notes on the top label, number and date of each page. This will help keep you organized. Leave space between topics. This will allow you to return to a subject if the instructor visits it again. Leaving space between topics keeps your notes more cleaner. Avoid writing narrow in the domain by changing to a blank page when your instructor switches topics. This makes it very easy to find specific topics when you are revised. This is a good visual representation of the topics your instructor spent the most time on. Using a laptop, this way you can see the instructor and white board at that position it. It will keep you instructor in your field of vision even if you have to look at your screen or keyboard time. Make sure your focus stays with the instructor and is not on your laptop. A word of caution about laptops to take notes: Use them if you are very good at getting them, but remember that all noting methods do not work well on the laptop because they do not allow you to attract diagrams and use specific notifications (scientific and mathematical formula, for example). Ask your instructor before using a laptop to take notes. Not all professors have permission to do them. Do not try to capture all that is said. Listen to big ideas and write them down. Make sure you can recognize the instructor's emphasis on the interests and emphasize all thoughts and desired words on the instructor. There were four reasons to listen to Sa..... Or to collect.... Copy any instructor write son to the board. It is likely to be important. Use signals and folders. The people you use depend on you, but you will know that you att after reviewing your notes. By what you mean. You can find it useful to keep a key to your briefs in all your copy. Use some method to identify their own thoughts and questions to keep them apart from what the instructor or the curriculum writer is saying. Some students use different color inks: Underline other boxes or their own ideas. What works for you. Make a symbol to use when you fall back or get lost in taking your notes. Toss the symbol down, leave some space, and focus on what the instructor is now covering. Later you can ask a sahpathi or professor you have recalled will help you fill in, or you can find it in your book. Review your notes after class as soon as possible (The best on the same day). It's the secret to working your notes! Use the Remember column to call key ideas and manage facts. Fill in any difference in your notes and clear or or Bold lying diagrams. Write a summary of the important ideas of class in your words. This process is a great aid to remember. Be sure to add any results from the lecture or discussion. Show you are writing summaries for someone other. It will make it clear and detailed. The class is finished organizing your notes and class content, and you have a beautiful set of notes in your surplus notebook or is safe on your laptop. You have written a summary of the class in your own words. Now what? Start by organizing your notes. We recommend you use a three-ingot bond for each of your articles. Print your notes if you use the computer. If you use a note card, enter them in plastic picture holders. Group all notes from class or unit with each other in one section; it includes class notices, reading notes, and instructor handouts. You also want to copy the instructor's curriculum for the unit on the first page of the section. Next, spend some time connected to information across different notes. Use the Recall column in your notes to link relevant information to other notes (for example, see the class notice date/page). If you have a quizzed or tested unit, add it to your bond, but make sure you write the correct answer for any item. Link these reforms to your notes as well. Use this opportunity to write notices on your notes. Review your summary to see if it is yet to be corrected in the light of your notes and you may have added to your notice package. You don't have to be a packed rat with your notes. It is safe enough to toss them after the end of a course except in the following cases: if the course you took is a condition for another course, or the course is part of a standard development of courses constructed on each other (it is very common in mathematics and science courses), you should keep as a reference to follow if the course can be relevant to your future important, then maintain your notes. You can no longer realize that when you study similar topics or read the same topics even deeper, they may be the price of the future. If you are very interested in the subject of the course and want to get into content through more than one advanced course, independent study, or even research, keep your notes as ready-made tool for further work. Watch this video from The College Information Geak on how to manage your notes and school files. Effective listening after key steps, taking good notes is the most important skill for academic success. Choose from the shelves that work best for you and take effective notes to modify it to meet the needs of a specific class or instructor. Instructors work well to take notes on a laptop when well organized. The concept map note is good for displaying the relationship between ideas. Call key The coral method for is effective And organization of notes to review. Help with instructor handouts and PowerPoint presentations, but not the place to take personal notes. Keep your notes organized in a way that makes it easier for future testing and other use. Future.

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