# Taking Notes [Video Transcript]

Note taking is the practice of recording information captured from another source. While taking notes the writer records the essence of the information and this frees their mind from everything.

But basically, note taking is a very important skill that you need to learn to further your education and help you advance more and get the greatest success with taking things like exams, and notes in lectures etc. etc.

Today I'll be running you through the three most popular ways of taking notes that we found the benefits and everything else that surrounds it.

There are many ways of taking notes such as pen and pad, you have Word documents, PowerPoints, audio recordings... You have cartoons, animations, you have diagrams you have highlights you have notepads... Post-it notes. You could take it down on your phone you could take notes down via animations...

But what are the most popular ways of taking notes? Pen and paper. Taking notes in a note pad were by far the most popular way of taking notes at this University. This is because of their versatility in the ability to customize them to the user.

Using a notepad, you can draw diagrams annotations and you can even highlight important information to you. But the only problem with using a notepad is that when it comes to keeping it safe they're very easy to lose and once you do lose them that is it. There's no way of retrieving them. And they are very hard to get back the notes that you did lose.

Word documents! The next most popular way of taking notes was via a Word document. This can be done on a laptop device such as what I have here or on your phone and tablets via OneDrive. Word documents are very popular because there are multiple versions of them such as Google Docs and Microsoft Office. And there are many ways of customizing them and making them a little bit more flexible towards your style.

The only problem with the Word document is that once the battery in the device dies that is it there's no way of carrying on with the notes. And once you have saved it on your device you're less likely to carry on looking at it and looking back at it than you are with a Pen and pad sort of document say.

Saying that Word documents are very useful because they help you keep up with lectures and they help you carry on without stopping the lecture. And they obviously are very customizable and personalized to you.

Post-it notes! The final method of taking notes was actually Post-it notes funnily enough and these are just because they're short and concise and easy to find around the house you can place them on your books, you can place them on your bookshelf or your drawers, on top of your laptop to keep them with you at all times.

The only issue with the Post-it note is that they are quite short and because of that you have to keep all of your information short and concise which means you may not be able to get the necessary information down. It's also not a very safe way of keeping your notes because they do tend to fall off a lot and they can easily get screwed up and put in the rubbish.

So, they were the three most popular ways of taking notes at the University and they all have their own benefits. It was a very brief description but you can see how powerful they would be when in use and it's for that reason that we would recommend using them in collaboration with each other. So, by that I mean maybe using your laptop to take notes down in lectures, using pen and pad to take notes when you're reading through books and stuff because that could be very long as we all know, and using Post-it notes for very short reminders, things to sort of like bullet points and notes that you may have a quick look back on before exams and stuff.

This video was written and produced by University of Northampton students.