STUDENTS' MOST COMMON MISTAKES WHEN TAKING NOTES

*Muniroh Binti Hamat[1], Siti Balqis Mahlan[2], Maisurah Shamsuddin[3], Siti Asmah Mohamed[4]

*muniroh@uitm.edu.my,sitibalqis026@uitm.edu.my,maisurah025@uitm.edu.my,
sitiasmah109@uitm.edu.my

[1,2,3,4]Jabatan Sains Komputer dan Matematik,
UiTM Cawangan Pulau Pinang

ABSTRACT

The quality of notes and a student's academic success nearly usually go hand in hand. One of the most important skills one may acquire while attending college is note-taking. You'll get better grades and learn the academic content more thoroughly. Additionally, it qualifies a person for a career where clear and concise data is required. Taking good notes is an essential component towards achieving good grades. Good notes help you gather and create better essays, and they act as a basis for exam revision. Successful students recognise the significance of taking notes. The ability to summarise what you're reading shows how well you understand it. Unfortunately, many students are unaware of the best approach to take notes in class. As a result, students are frequently left with study notes that are incomplete, difficult to read, or disorganised. There are many ways to build better note-taking habits. In this paper, we will discuss on what is common mistake in note taking, the best solution and tips to prevent the mistake.

Keywords: mistakes, good notes, grade, organised, disorganised

Introduction

Every student takes notes in a unique style, which may not be effective for other students. However, it can be challenging to evaluate oneself sometimes. Whether the method they are using to take notes is effective enough? Are those notes worth the effort they invested in creating them? In the end, their goal is to effectively learn from the notes. Students must ensure that the most valuable resource (time) they are using to create the "near-perfect" notes is aiding in their ability to remember the material.

Students' notes, created in class or while reviewing course material, are an important tool for learning. Many students and instructors feel that note-taking is an obvious and intuitive skill to have, yet few consider or encourage best practices. Unfortunately, many students are unaware of or do not appreciate the benefits that effective note-taking may have on their learning, and the importance of cultivating their note-taking skills over the course of their education. (Friedman, 2014).

Notes taken on class lectures or discussions may serve as study aids, while notes taken during an interview may provide material for an essay, article, or book. (Nordquist, 2019). Having clear and concise notes to refer to is one of the best strategies to make studying for tests easier. Unfortunately, many students are unaware of the best approach to take notes in class. As a result, students are frequently left with study notes that are incomplete, difficult to read, or disorganised. The good news is that there are numerous approaches to developing better note-taking habits. Effective notetaking involves much

more than just writing down what has been taught. Even if it took hours to create them, poorly made notes frequently end up in a pile on the bookshelf and are never touched again.

Typical note-taking common mistakes and how to avoid them

Take too long notes

Although some students seem to have an intuitive sense for what notes to record, for everyone else, getting trained in specific note-taking strategies can significantly improve the quality of notes and the amount of material they remember later. (Boyle, 2013). Students' notes should serve as a tool to help them remember and recall important information in a quick and efficient manner, as well as a reference to the source of the information. Many students make the mistake of writing down every single word on the source material or said by the lecturer.

Although it would seem like an ideal way to get all the data, doing this can work against them. Writing too much can make it harder to locate important points later and can cause them to miss crucial thoughts and concepts. Instead of doing this, try to concentrate on writing down only the most important ideas and points. They can also quickly capture significant concepts by using shorthand or acronyms.

Not organised the notes

According to Andrew (2023), organising your tons of lecture notes is a valuable skill that can significantly enhance your learning experience and academic performance. Even if a student's notes are well-structured and concise, it might be difficult to understand how they relate to other information if they are not properly organised. It is critical that students' study notes be retained to ensure that references to previous material make sense. Perhaps their note-taking system is excellent, or they have simply discovered the ideal way to utilise these notes. When students return to review, though, they are met with a mountain of pages or a never-ending notebook that overwhelms them. When they need to add extra work to revision, it becomes difficult. Their technique to taking notes, as well as the final notes, should be well-organized. When their notes are not digital, the most difficult element is keeping them safe and organised in one spot. Organised the notes by number the pages, use an index and tag and use notetaking application.

No space to update the notes

It's time for review after a successful note-taking spree. It's natural to discover some additional information that they would like to include in their notes. Handwritten notes, unlike computerised notes, necessitate planning ahead of time. So, make sure they make margins on each page for when they revise and find something they want to add. Margins can also be used to jot down important questions, summaries, or illustrations. And, when they have finished a topic but haven't left any room for further

material in the preceding pages, it's a good idea to save a page or two for later. Almost often, students will discover some new and essential information to add to their notes.

Not reviewing the notes

If they don't go through their notes on a regular basis, they can forget important details or misinterpret key concepts. Ideally, they should not only check their notes on a regular basis, but also update them with new knowledge they have acquired subsequently, making new links to other notes, and reorganizing them within their digital brain. So, the best approach to accomplish this is to set aside some time each week or day to go over their notes. This will assist them with reinforcing what they have learnt and identifying any gaps in their comprehension. Rewriting the notes in a more organised and brief manner might also aid in their understanding of the content.

Writing everything they hear

Additionally, note-taking for different learning styles is crucial. Visual learners may benefit from diagrams and drawings, while auditory learners may prefer recorded lectures or verbal notes. (Majewski, 2023). When you take notes in the classroom, everything that the lecturer says may sound important. Instead of writing some things selectively, it is easier to record everything word to word. After all, more information is better, and you never know that you might miss an important point while trying to be selective, right? It sounds completely rational in theory, but it is a big failure in practice.

The secret to making good notes is not the amount of information you include. What matters is the quality of the information and the number of words employed to convey that information in writing.

Conclusion

Everyone has their own unique characteristics and traits that aid in their learning. Though there is no 'right way' to write college notes, there are several common elements that influence the quality of notes for many students. Similarly, some approaches are universally relevant and serve to improve the overall notetaking and learning experience. It is not necessary to stick to such strategies, but rather to adapt them to your specific needs. As you practise writing notes, these fundamental concepts will become second nature. Remember to have fun while creating notes that are most effective for you.

Avoid common mistakes to become a better learner. Now that you're aware of them, try to avoid making these typical mistakes to increase your learning efficiency and productivity. It's challenging, but we feel we can make it much easier for you. Known is a distraction-free knowledge management platform that offers several tools to address the errors described in this post, as well as an AI-powered personal assistant to aid you in capturing, managing, summarising, and organising your notes.

References

Andrew, E. (2023). *Organising Your Lecture Notes*: Effective Strategies for University Students. Unicaf University.

Boyle, J.R. (2013). *Strategic Note Taking for Inclusive Middle School Science Classrooms.* Remedial and Special Education. 34(2), 78-90.
https://doi.org/10.1177/0741932511410862

Fery, A. (2022, May 7). *Can you take notes? Why is it important and 5 mistakes to avoid when taking notes in college.* Amanote. https://amanote.com/blog/2022/05/17/can-you-take-notes-5-mistakes-to-avoid-when-taking-notes-in-college/

Five Common Mistakes that You Should Avoid While Taking Notes. (2020, November 25). *Steps To Steth.* https://stealthtosteth.wordpress.com/2020/11/25/5-common-mistakes-that-you-should-avoid-while-taking-notes/

Friedman, M.C. (2014). Notes on Note Taking: Review of Research and Insights for Students and Instructors. *Harvard Initiative for Learning and Teaching*.

Majewski. J. (2023, June 23). *What Should One Avoid While Taking Notes: Common Mistakes to Avoid.* https://whenyouwrite.com/what-should-one-avoid-while-taking-notes/

Nordquist, R. (2019). *How to Take Better Notes During Lectures, Discussions, and Interviews*. Tried and True Methods and Tips from Expert Note Takers.