



**inclusion ED**  
supporting diverse learners

**MY WAY**  
EMPLOYABILITY

# Note-taking skills

# Taking notes: a skill for life

Write down the important things that people say

You can take notes at:

- School – *especially* senior school
- University –lectures, seminars and when reading
- Work – in meetings or training

Many people now audio-record instead of writing notes.

Check with the person who is talking

Remember to make time to listen back to the recording!

# Note-taking

- Just write the important information – “key” words
- Use dot-points
- Use symbols and other short cuts
- No need to worry about punctuation and grammar
- It doesn't have to make sense to someone else, as long as it makes sense to you

# Use the “career chart” to take notes of people you interview

- Choose people to talk about their job. Who will you choose?
- Ask the person about the job and listen to what they say
- Write down the important information
- Your notes should help you remember what the person said
- Your notes will help you remember the important information from the interview

# Keywords – what are the keywords in this sentence?

- “I really **enjoy** being a **social worker**. I love the **variety** in my work, no day is ever the same. I have great **relationships** with my **team**. I also feel like I’m being **useful** to **people in need**. I get to make a **positive difference** to people’s lives and I **help** them through **trying times**.”

- Have any key words been missed?



# Example

I enjoy my job because I have daily contact with a lot of people and I feel like I really make a positive difference to their lives

Interview - George  
Meals on wheels  
enjoy  
1) daily contact  
+++ people  
2) =ve diff to lives

# Now see if you can do this one by yourself.

Some of the challenges I have in my job are, well, there are many actually, there's always too much to do, that's a big one. Another one, is that, some of the customers can be really tricky, really difficult, and, that's quite stressful. It helps when I have a good boss, like my boss at the moment is really nice and easy to talk to. Some of the customers, though, they just expect things to be done right away

Any questions?