WRITING WORKSHOPS

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Center for Learning and Academic Support Services
C.L.A.S.S.
California State University Dominican Hills
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Note-taking and Critical Reading Strategies
Become an active listener

Note-taking is a memory tool. It is a necessary and powerful study tool. Effective note-taking begins with effective listening which is an active process that involves a listening purpose. Many instructors state their purpose at the beginning of the class. Writing it down will help you focus on the message. Internal and external divide your attention and reduce concentration.
I. Strategies for Note-taking

1. note-taking in lecture.
2. note-taking from text.
3. Cornell System for note-taking

II. Strategies for Critical Reading

1. study the table of contents.
2. notice the title of chapters.
3. study the index.
4. read the summarizing paragraph at the end of each chapter.
5. read the text closely.
1. Note-taking in lecture

To take notes during lecture, you have to be a good listener. When you take notes through listening, you transfer ideas from short memory to long memory.

There are three stages of memory:

- Acquisition
- Retention
- Retrieval

Listening is a skill and it can be improved by adopting the habits of good listeners.
Eight Habits of Good Listeners

1. A good listener will look for ideas (the main point).
2. A good listener will listen closely for information that can be important or useful.
3. A good listener wants to see how facts, illustrate principles; how examples illustrate ideas; and how evidence support arguments.
4. A good listener disciplines herself/himself to shut out distractions.
5. A good listener is intellectually curious, wants to see how the speaker proves his or her point, or how the instructor moves from one point to another.
6. **Attitude** is the most important requirement for effective listening. So, assume a positive mental attitude.
7. Listening is the absorption of the meanings of words and sentences by the brain. This in turn leads to understanding of facts and ideas.
8. Listening takes (1) attention, and (2) concentration.
3. The Cornell System

Cornell system consists of three sections on ordinary notepaper:

Section 1: the *note-taking column* is the largest section on the right. Write your notes here in whatever form is comfortable for you.

Section 2: is the *cue column* to the left of your notes. Fill this part with comments that highlights main ideas.

Section 3: at the bottom of the page is the *summary area*. Here you briefly summarize the notes on the page.
Sample of Cornell Note-taking System

[Diagram showing human needs hierarchy with labels like 'self-esteem', 'security', 'social', 'physiological', etc.]

1. Motivational theories try to explain worker motivation. The human resources model recognizes Theory X and Theory Y. Maslow's Hierarchy of Needs suggests that people have needs in 5 different areas: physiological, safety, social, esteem, and self-actualization.
Lecture note in Cornell system (Definition & terms)

- Stack has mind-power.
  - Power - mana.
  - Good people have lots of mana.
  - Too much mana = Taboo.
  - Use Taboo to regulate economy.

- Cause & effect (motivation, reason)
- Sympathetic - clay model
- Contagious - fingernail clippings

- Magic
  2. Make mixture (cause); then it rains (effect).
  3. Two kinds magic.
    a. Sympathetic - make model or form of person from clay, etc., then stick pins into object to hurt symbolized person.
    b. Contagious magic
      (1) Need to possess an article belonging to another person.
      (2) Ex Fingernail clippings. By doing harm to these objects, feel that harm can be thus transmitted.
  4. All magic not necessarily evil - can be used for both good and evil.
Lecture note in Cornell System (Topics and paragraphs)

World Lit 106 - Prof Warner - Nov 6 (Mon)
Greek Race

1. Unity
   - well-rounded
   - knowledge
   - body
   - activities

2. Competition
   - loved
   - Olympics
   - Delphi

3. Religion
   - polytheism
   - gods = human qualities
   - cities founded

4. Death
   - "black death"
   - loved life

1. Unity = Well-Rounded
   Early Greeks vigorous. Goal was to be well-rounded: unity of knowledge & activity. No separate specializations as law, literature, philosophy, etc. Believed one man should master all things equally well, not only knowledge, but be an athlete, soldier, and statesman, too.

2. Competition
   Loved competition: oratory, athletics, etc. Athletic competition best known to us, games held at Mt. Olympus & Delphi.

3. Religion
   Strongly religious. Early religion based on nature = polytheism means many gods. Greek gods had human images to make them real. Gods had power, but weaknesses, too. Every city was est. by some god. Goddess Athena founded Athens.

4. Death
   Not looked at as "eternal bliss." Called it "black death." They loved life because they lived fully in the midst of it. The Greek citizen practically lived in the market place.
American Philosophy 333 - Sept 23, 1983 - Prof. Murphy

What Am. Phil. is and what part it plays in culture

1. Some terms / concepts:

- Man's phil. way he looks at and evaluates the world.
- Philosophy — pursuit of truth — attempt to investigate reasons or justification for our ultimate beliefs.
- Truth-focused on principles.
- Dispute relationships with culture.
- Culture is existence.
- Climate of beliefs — these are beliefs people hold without inquiry or investigation.

2. Jonathan Edwards - Calvinist theologian

- Doctrine: Absolute sovereignty of God — will determine our predestination.
- People: God's will, not human will. If God has everything, what can the human will do? Nothing. Can God?
- Edwards: A conservative. Wanted to justify the established faith. Be in line with current thought. Be in line with other scripture for beliefs.

3. Common errors:

- A country does not necessarily develop its culture according to an a priori set of philosophical principles. More likely the culture develops first, then philosophical principles are brought forth to support the culture. Furthermore, as the culture grows and changes, so do the philosophical principles which support it.
Key Terms:
apocalypse
millennium
regenerate
cataclysmic
Def. of
Apocalypse
Origin of idea
of apocalypse
Idea of
apocalypse in
theories of
history:
2 Greek ideas:
1. 
2. 

Biblical
Modern idea — man taking over.

Assignment:
Read Genesis and Revelations before next class meeting.

I. Def. of apocalypse: a vision of a new world —
the last days in which world is regenerate and (in New Testament) all time stops and we're back in infinity.
II. Idea of apocalypse a Hebrew invention. Greeks
had nothing like it.
III. Various views of history — how apocalyptic idea
figures in them.

A. First Greek view: the "cycle pattern" —
everything repeats itself; "there's nothing
new under the sun." goes on w/o end:

B. 2nd Greek view: the "primitive" — the best
days were in the beginning of things going from
bad to worse ever since:

C. Hebrew view:
1. History has beginning of an end — this peculiar
to them. In the beginning, a heaven of earth —
in the end, a new heaven of earth:
2. Diagram of Hebrew view:


D. 17th Century idea (up to modern times)
1. Gradual progress can be brought about by
man's own efforts. Man can achieve return to
felicity by getting rid of evil — man, by
taking things in his own hands, can change
environment and change it from bad to
perfect. [Note: God left out of this scheme.
Man, not God, effects change.]
2. Note-taking from textbook

The Cornell System is also widely used in note-taking from textbook.

When you read and take note, you look for main ideas, concepts, definitions, examples, and reasoning.

The task then is to **summarize** and **condense** these elements into useful notes for retention and future retrieval.
Summary note for textbook chapter

I. Single Proprietorship
   A. ADVANTAGES
      1. Can do what desires
      2. All profit goes to owner
   B. DISADVANTAGES
      1. All losses hurt owner (unlimited liability)
      2. Commercial banks ordinarily will not provide "venture capital"

II. Partnership
    A. ADVANTAGES
       1. Pool wealth, profits, losses
       2. "Vertical Integration" = gain control of resources, become own wholesaler
       3. "Horizontal Integration" = buy out competitors; add products; improve products
    B. DISADVANTAGES
       1. Each time a member dies or leaves, a new partnership needs to be formed
       2. Unlimited liability, even if own small share

III. Corporation
     A. ADVANTAGES
        1. Easy to form (legal permission needed)
        2. Issue stock to raise capital; banker underwrites stock issue and sells to public.
        3. Limited liability - Corp. distinct from its owners, can sue and be sued.
        4. Permanent succession, or existence, Board of directors
     B. ADVANTAGES TO SOCIETY
        1. Technical efficiency - production of goods & services
        2. Pool business risks - continuation of production
        3. Creates further capital for expansion or finance new
        4. It is taxed
Summary note in Cornell System for textbook chapter

<table>
<thead>
<tr>
<th></th>
<th>what civil litigation is</th>
</tr>
</thead>
<tbody>
<tr>
<td>pp 2-22</td>
<td></td>
</tr>
<tr>
<td>civil litigation</td>
<td>resolving private disputes thru court system</td>
</tr>
<tr>
<td>trial or hearing</td>
<td>parties present evidence to judge or jury</td>
</tr>
<tr>
<td>litigation attys &amp; asstnts</td>
<td>gather &amp; analyze facts/research law</td>
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<tr>
<td></td>
<td>legal docs prpd &amp; read</td>
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<tr>
<td></td>
<td>witnesses interviewed</td>
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<tr>
<td></td>
<td>other evidences identified &amp; located</td>
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<tr>
<td>civil law vs criminal law</td>
<td>laws dealing w/ priv disputes btw parties</td>
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<td></td>
<td>contracts</td>
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<tr>
<td></td>
<td>real estate</td>
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<td></td>
<td>comrcl &amp; buisns transactions</td>
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<tr>
<td>torts</td>
<td>torts (= civil wrongs)</td>
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<tr>
<td></td>
<td>negligence</td>
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<tr>
<td>criminal law</td>
<td>offense against society</td>
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<tr>
<td></td>
<td>murder</td>
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<tr>
<td></td>
<td>robbery</td>
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<td></td>
<td>drunk driving</td>
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<tr>
<td>disputes btw</td>
<td>gov't &amp; accused</td>
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<tr>
<td>criminal procedure</td>
<td>rules that apply when someone is accused of a crime</td>
</tr>
<tr>
<td>Bill of Rights</td>
<td>governs criminal procedure</td>
</tr>
<tr>
<td>defendant's rights</td>
<td>1) to not testify against her/himself</td>
</tr>
<tr>
<td></td>
<td>2) has right to court appointed counsel</td>
</tr>
<tr>
<td></td>
<td>3) entitled to speedy trial</td>
</tr>
<tr>
<td>Experiment in living close to nature.</td>
<td>I. Introduction</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------------</td>
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<tr>
<td>Thoreau voluntarily withdrew from a civilization which he felt was getting too complicated. He spent 2 yrs., 2 mos., and 2 days living at Walden Pond to regain the simplicity of life which comes when one lives close to the soil.</td>
<td></td>
</tr>
</tbody>
</table>

II. Thesis

In a complex civilization, the fast flowing current of unessentials stemming from custom, tradition, advertising, etc., somehow sweeps a man away from the genuine goals in life.

Only by temporarily cutting oneself off from civilization, could man realize that his life need not be so complex. By getting back to nature to rethink the basic issues of life, man could chart his course, and attempt to steer his life in accordance with these standards (not the expediences set up by the pressures of complex civilization).

III. Body

Thoreau did not wish to hold up progress or civilization; rather, he wished that man would be more contemplative and selective in his actions.

Thoreau chronicled his experiences at Walden Pond. He wanted to become familiar with nature:

- He built his own hut.
- Average cost of living a week was 27 cents.
- He observed nature: trees, birds, animals etc.

He believed that every man ought to measure up to the best he could do. What the best is, depends upon the individual. To have a standard to measure up does not mean that all must have the same, but every man should measure up to a standard in the best way he is able to.

IV. Summary

Thoreau wanted to demonstrate that many so-called necessities were not necessary at all. He wanted man to observe, appreciate, and evaluate what was important in life. Once man had set his sights upon the good life, he should follow it without compromising.
Outlining

When reading a text, another common note-taking system is *outlining*. Outlining means constructing a line-by-line representation, with certain phrases set off by varying indentations, showing how concepts, facts, and example are related.

Outlines indicate ideas and examples with Roman numerals, uppercase and lowercase letters, and numbers.
Outline note for textbook chapter

CIVIL RIGHTS LEGISLATION: 1860-1968

I. Post-Civil War Era
   A. Fourteenth Amendment, 1868: equal protection of the law for all citizens
   B. Fifteenth Amendment, 1870: constitutional rights of citizens regardless of race, color, or previous servitude

II. Civil Rights Movement of the 1960s
   A. National Association for the Advancement of Colored People (NAACP)
      1. Established in 1910 by W.E.B. DuBois and others
      2. Legal Defense and Education fund fought school segregation
   B. Martin Luther King, Jr., champion of nonviolent civil rights action
      1. Led bus boycott 1955-1956
      3. Awarded NOBEL PEACE PRIZE: 1964
      4. Led voter registration drive in Selma, Alabama: 1965
   C. Civil Rights Act of 1964, prohibited discrimination in voting, education, employment, and public facilities
   D. Voting Rights Act of 1965 gave the government power to enforce desegregation
   E. Civil Rights Act of 1968 prohibited discrimination in the sale or rental of housing
Combining textbook and lecture notes

In this type of note, notes on a previously assigned textbook chapter are recorded first, in the middle column.

Then, when you take lecture notes, you can avoid repeating material you already have, while you add the lecture notes, in the right column.

In the left column, you write your cue words of flags.
<table>
<thead>
<tr>
<th>Cue words, Topics</th>
<th>Textbook notes</th>
<th>Lecture notes</th>
</tr>
</thead>
</table>

Summary
The sources:


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