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WAYS OF NOTE - TAKING IN ENGLISH LANGUAGE LESSONS: HOW TO MAKE LESSONS MORE EFFICIENT

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ARTICLE INFO	ABSTRACT
Article history	<i>The surest factor in accelerating the development of a universal way of life is the spread of English. Language is the great homogenizing agent, the wave along which culture is transmitted. If English becomes the primary language of communication, the consequences are obvious: with the help of the language, cultures of the other countries will spread through it. Note-taking is an important part of human history and scientific development. Note-taking is one of the options which can be helpful when learning new skills. It promotes us to capture and prioritize ideas. Note-taking can be used as a "second brain" to help organize and use the information you collect.</i>
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İNGİLİS DİLİ DƏRSLƏRİNDƏ QEYDLƏRİN APARILMASI YOLLARI

XÜLASƏ

Universal həyat tərzinin inkişafını sürətləndirən ən etibarlı amil ingilis dilinin yayılmasıdır. Dil vahid ünsiyyət vasitəsidir, mədəniyyətin ötürüldüyü dalğadır. Əgər ingilis dili əsas ünsiyyət dilinə çevrilərsə, bunun nəticələri göz qabağında olar: qeyri ingilis dilli ölkələrin mədəniyyəti bu dil vasitəsilə yayılır. Qeyd götürmə bəşər tarixinin və elmi inkişafın mühüm hissəsidir. Qeyd etmək bacarıqları öyrənmə prosesi zamanı faydalı ola biləcək variantlardan biridir. Bu, bizi ideyaları tutmağa və prioritetləşdirməyə təşviq edir. Qeyd götürmə topladığınız məlumatı təşkil etmək və istifadə etmək üçün "ikinci beyin" kimi istifadə edilə bilər.

Açar sözlər: qeyd götürmə, ingilis dili, metodlar

1. INTRODUCTION

English is becoming the world's first universal language. It is the native language of 500 million people in 12 countries. This is far fewer than the roughly 900 million who speak Mandarin Chinese. But another 600 million speak English as a second language. And several hundred million more have some knowledge of English, which has official or semi-official status in about 62 countries.

While there may be as many speakers of the various dialects of Chinese as there are English speakers, English is indisputably more geographically widespread, indeed more universal, than Chinese. And its use is growing at an astonishing rate. That's why teaching English has become increasingly important and necessary.

There are approximately 1.5 billion English speakers in the world today. English, being the most widely taught language, does not replace other languages, but complements them. When

reading a book or manual in English, everyone has their own goals. Some individuals read to escape reality, while others seek intellectual stimulation. For others, a book is an excellent means of keeping their minds in good shape. No matter how different our goals, a good book especially if it is in a second language is a treasure trove of valuable information. And if knowledge is not used in practice, it is forgotten over time. Therefore, taking notes while reading helps retain key information and improve comprehension

2. BACKGROUND

Note-taking is an important part of human history. One of the ancient civilizations developed the hypomnema — a personal journal of important topics. This is a Greek term with several translations: "reminder", "note", "public report", "commentary", "draft", "copy", etc.[1] Plato's theory of recollection recognized the new status of writing as a device of artificial memory. Plato developed hypomnestic principles to be followed by his students at the Academy. According to Michel Foucault, "hypomnemata constituted a material memory of things read, heard, or conceived, thus offering them as an accumulated treasure for reading again and subsequent reflection. They also served as primary product for the writing of more systematic treatises, which provided reasons and means by which to combat a vice or to overcome a difficult circumstance.

3. IMPORTANCE OF NOTE-TAKING

The tradition of taking notes during lectures is a key aspect of university education. Students are often unhappy with this, but it turns out that taking notes while the teacher is speaking is useful for memorizing the material. The main thing is to do it quickly, clearly and accurately, so that later you can recall all the material.

We write to remember key ideas, capture quotations, or record research findings. We write when we want to organize our thoughts or exchange ideas with others. Students write when they take an exam, even when preparing for an oral exam, they immediately grab a pen and paper. We write down not only what we are afraid to forget, but also what we want to remember. Every intellectual enterprise begins with writing.

Note-taking is the practice of recording information from multiple sources and platforms. By taking notes, the author captures the gist of the information, freeing the mind from the burden of recalling it all.[2] Notes are typically taken from a temporary source, such as an oral meeting discussion or lecture, in which case the notes may be the only record of the event. With the advent of writing and increased literacy, notes were traditionally written by hand (often in notebooks), but the advent of note-taking software has made digital note-taking possible and widespread. Note-taking is a foundational skill in personal knowledge management.

Note-taking improves understanding. It turns a passive activity like reading or listening into an active process. Note-taking improves memory as well. You don't have to reread an entire book or rewatch an entire lecture to remember ideas for years to come. Instead, you can review your notes to refresh your ideas. Notes are a repository for thoughts, they are a resource for writing. Good comprehensive notes are invaluable to one's future self. It engages mind. While listening carefully and deciding what to include in your notes keeps the mind actively engaged in what you hear. It underlines and organizes information, highlights key ideas, providing structure for a class presentation. It can point out key points in a presentation, making it easier to study and understand after class. A concise, well-organized record gives you what you need to study, and review after class. One of the best methods for note-taking during English language lessons is to be selective and concise.

When learning, we often use flow charts or mental structures. And we do it sometimes unconsciously. If you know the subject or problem area well, the connections will just work automatically. You can even skip some steps. For example, fluent speakers of a foreign language immediately go from meaning to word, without choosing a suitable translation from their native language in their head.

Psychologists Pam A. Mueller of Princeton University and Daniel M. Oppenheimer of the University of California conducted a surprising study in which they found that a laptop is the worst tool for taking notes during lectures. Early studies suggested that taking notes on a laptop is inconvenient because you can often get distracted by games, the Internet, or third-party programs. But it turns out that the advantage of handwritten note-taking is different: when you write, you slow down the rate at which you perceive new information.

With the advent of writing and literacy, notes were traditionally almost always handwritten (often on notebooks), but for some the introduction of note-taking software has made digital note-taking possible and widespread. Note-taking is a foundational skill in personal knowledge management. Note-taking skills are one of the most important work skills that every learner should have. Depending on your work environment and style, you can use different note-taking methods to help you stay organized, remember important details, and communicate effectively with other students. By developing consistent and effective note-taking methods, you can increase your productivity and improve your study performance.

4. METHODS OF NOTE-TAKING

Cornell Method

The Cornell Method is a popular note-taking system developed around the 1950s by Walter Pauk, a professor at Cornell University. This method is divided into three sections: a main notes section, a prompt column, and a summary section. It can help to organize your notes clearly and logically with the structured note format. You can quickly review the main points of your notes without having to reread all your notes again. Since you have to actively engage with the material you are studying, which can help you understand and remember the information better.

Outline Method

One of the most detailed note-taking methods that can be mentioned is the Outline Method, which involves creating a hierarchical list of main points and sub-points, using indents to show the relationships between them.

Mind Maps

In a mind mapping note-taking technique, you create a diagram to visually rearrange information. This makes it easy to use branches, keywords, and images to connect a main concept to subtopics and supporting points. You can create a clear visual representation of information and remember all the details effectively. Complex information becomes easier and simpler to understand and digest. It encourages creativity and increases productivity.

Digital Notes – Note-Taking Methods

Compared to traditional note-taking methods, digital note-taking tools can be much more advanced and convenient. Many digital apps help you take notes more efficiently. You can also directly highlight key points on your slides so you can quickly review your presentation.

You can access your notes from anywhere as long as you have a device with an internet connection. This makes it easy to view your notes on the go, share them with others, and

collaborate on projects. It allows you to organize your notes in folders or notebooks, making it easy to tag and categorize notes, as well as find them quickly. This helps reduce paper waste, helping to minimize your carbon footprint.

Kurt Vonnegut once said, "We are what we pretend to be, so we must be careful who we pretend to be." [3] This idea is very important in academic research and writing. The way we take notes can make a big difference in how we understand and share information. Good note-taking techniques are key to turning confusion into clear ideas.

Building a Second Brain is a digital note-taking method developed and promoted by American Tiago Forte. The Tiago Method abbreviated BASB, is very well known among knowledge management and note-taking enthusiasts. A "second brain" is, in principle, any system for storing important information, it can be just a piece of paper as well. The process of building a "second brain" consists of four simple steps: collecting, organizing, processing and using information. Tiago called this method CODE, based on the first letters of the words: **Capture, Organize, Distill and Express.**

1.Capture. The first step is to collect all the interesting information and ideas in one place.

2.Organize. The most important step, in my opinion, is to organize your notes so that they can be found later when needed. Even if you neglect the next two points, after organizing your notes you can use them more than effectively.

3.Distill. After useful information has been collected and organized, you need to make sure that it can be easily reviewed after some time. It is advisable not only to collect information in one place, but also to pass it through a sieve of your thoughts, opposing opinions and personal experience.

4.Express. The knowledge you gain should not lie dead weight. It must be used. This is not just about articles or books, but any other form of expression. It could be a breakthrough idea for marketing a product, a solution to a complex problem in production, or a change in the sales approach in your department. At this stage, individual thoughts and ideas are combined to create something new. The other useful methods is Zonke Aren's method "Smart Notes" in Six Steps. The power of "smart notes" is in its simplicity. The whole process consists of a few simple steps:

- Write down all the thoughts and ideas that come to your mind.
- Mark interesting and important places in the books you read.
- Transfer information from books and your own thoughts to a card index.
- Create a sequence of notes in a card index.
- Make links between notes.
- Keep an index of keywords so you don't lose notes.

For researchers, note-taking skills are vital to making it easier to store and retrieve information. This article looks at a variety of ways, both digital and analog, to improve a research. Using the right note-taking strategies can help you focus better, remember better, and understand complex situation.

5. CONCLUSION

Notes serve two functions:

- a) to capture new information in a way that you can quickly access;
- b) to direct your attention, allowing you to remember more.

Most people focus on the first function. In the past, when information was not as readily available as it is now, it was important to record everything the teacher said in a lecture. And if you missed a part, you would never know about it again. So note-taking served mainly the purpose of keeping information accessible. However, the second function of note-taking is much more important. What you pay attention to will ultimately determine what you remember from what you hear or read.

Note-taking is not just writing something down so you can reread it and remember it. It is a way to direct your attention so that you will have a memory of the information, even if you never open it again.

Instead of wasting time looking up quotes or references in the book one reads, he/she can focus on what really matters: thinking, understanding, and developing new ideas. It doesn't matter whether a learner prefers to take notes with pen and paper or type on a computer. It will help to learn, remember, take notes, work on projects, and develop one's thinking.

By taking notes, we organize information into a mental structure that we can use later. The right way to organize something always depends on the purpose. Regardless of the method a learner chooses, it's important to find a system that works best for students and stick to it consistently. Effective note-taking methods will help students stay organized and gather all the important information they need to do their work. It is also important to review notes regularly to ensure you have all the information you need and to identify any action items or follow-up tasks. In order to be much more effective in taking notes during the lessons one have to focus on the main ideas, use shorthand, be organized, review and revise, use technology to your advantage, avoid distractions.

It is worth remembering that students will be interested in the lesson only if there will be a suitable situation for them. As a result of using various methods of note-taking in the educational process, the emotional response of students to the process of cognition, motivation for educational activities, interest in mastering new knowledge, skills and their practical application increases, contributes to the development of students' creative abilities, oral speech, the ability to formulate and express their point of view, and activates thinking.

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