

Brainstorming

During a brainstorming session, a group of people collaborate to generate ideas on the spot in response to a suggestion. The abundance and diversity of ideas—including some that can appear absurd—are usually emphasized. Although ideas are recorded throughout the activity, they are not evaluated or analyzed right away. The goal of excluding evaluation and criticism is to prevent participants from being constrained in their ability to generate ideas.

Rules of Brainstorming:

Without passing judgment: A brainstorming session is a time where all ideas are acknowledged and encouraged without appraisal or criticism. Participants are encouraged by this rule to feel free to share even unusual or seemingly unworkable ideas.

More quantity than quality: For now, forget about perfection. It's similar to a game of numbers while brainstorming: the more ideas, the better. Don't spend too much time perfecting every concept; just get them out there.

Expand on other people's ideas: The dream is made possible by teamwork. Do more than simply nod when someone shares an idea. Put your own spin on it, expand upon it, or go in a different path. It all comes down to working together and supporting one another's inventiveness.

Promote innovative and wild ideas: Accept the strange, the untamed, and the ridiculous. Ingenious answers can occasionally be sown from the most bizarre thoughts.

Note Taking

The act of taking notes involves jotting down information from many platforms and sources. The writer relieves their mind of the burden of remembering everything by taking notes, which capture the core of the information. Notes are frequently taken from a temporary source, such as a meeting's oral discussion, in which case they can be the only documentation of the occasion.

Methods of Note Taking

The Cornell Method

The Cornell method provides a systematic format for condensing and organizing notes without laborious recopying. After writing the notes in the main space, use the left-hand space to label each idea and detail with a key word or "cue."

The Outlining Method

Dash or indented outlining is usually best except for some science classes such as physics or math.

1. The information which is most general begins at the left with each more specific group of facts indented with spaces to the right.
2. The relationships between the different parts are carried out through indenting.
3. No numbers, letters, or Roman numerals are needed.

The Mapping Method

Mapping is a method that uses comprehension/concentration skills and evolves in a note-taking form which relates each fact or idea to every other fact or idea. Mapping is a graphic representation of the content of a lecture. It is a method that maximizes active participation, affords immediate knowledge as to its understanding, and emphasizes critical thinking.

The Charting Method

If the lecture format is distinct (such as chronological), you may set up your paper by drawing columns and labeling appropriate headings in a table.

The Sentence Method

- **Method:** Write every new thought, fact or topic on a separate line, numbering as you progress.