

## **NOTE-TAKING for PROFESSIONALS**

Note-taking is an important task in legal communication. Notes must be clear, concise, and well-organized so that no ambiguity or misunderstanding can occur.

Often thought to be a "writing" skill, note-taking is essentially a listening, comprehension, and thinking skill. In this seminar, staff will learn how to listen for the pith of the matter when taking notes and how to transcribe them in a clearly structured and coherent manner that is reader-friendly and accurate for the record.

### **Topic Highlights**

Participants will learn how to

- develop a template that works consistently
- identify the theme or thesis of the note-taking session
- follow the theme through its development
- organize the notes based on the theme
- use a personable tone
- format the notes for easy reading
- edit and proofread with accuracy
- reduce jargon and legalese

A unit on Minute-Taking (closely related to Note-Taking) can be added to this module.