



NOTE TAKING AND REPORTING TIPS

Taking unbiased notes is essential to ensure accurate and fair representation of information. Here are some tips for taking notes without bias:

Be Aware of Your Own Biases:

- Recognise and acknowledge your own biases before you start taking notes.
- Understand that everyone has biases, and being aware of them is the first step in minimising their impact on your notes.

Use Neutral Language:

- Choose words that are neutral and objective.
- Avoid emotionally charged language that may reflect personal opinions or biases.

Stick to the Facts:

- Focus on recording factual information rather than interpretations.
- Clearly distinguish between facts and opinions, and prioritise objective details.

Attribute Statements:

- When quoting or paraphrasing someone, attribute statements to the source.
- Make it clear when you are presenting someone else's perspective rather than your own.

Avoid Stereotypes and Generalisations:

- Refrain from making sweeping generalisations or relying on stereotypes.
- Provide specific details and examples to support your notes.

Question and Verify:

- If you come across information that seems biased, question it.

Separate Fact from Inference:

- Clearly distinguish between facts and your own interpretations.
- If something is speculative, note it as such.



Use Descriptive Language:

- Describe events, situations, and people using neutral and descriptive language.
- Avoid attaching value judgments to your descriptions.

Stay Objective in Observations:

- When making observations, focus on the objective aspects of the situation.
- Be cautious of injecting personal opinions or emotions into your descriptions.

Challenge Assumptions:

- Actively question and challenge your own assumptions as you take notes.
- Consider alternative perspectives and be open to adjusting your understanding based on new information.

Be Mindful of Language and Tone:

- Pay attention to the tone of your notes, ensuring it remains neutral.
- Avoid using language that may imply a particular bias or judgment.

Remember that complete objectivity may be challenging, but the goal is to minimise bias as much as possible. Regular self-reflection and a commitment to fairness are crucial in maintaining unbiased note-taking practices.

