

NOTE-TAKING

How to read and make notes

BEFORE NOTE-TAKING



1. HAVE A CLEAR PURPOSE

The purpose affects not only *how* but *how much* of the text you read. Reading for an assignment will probably need quite detailed notes, while preparing for a lecture might result in much briefer notes, with a list of key vocabulary.

2. BE CRITICAL

Before reading you should make judgements about the author, the intended audience and how trustworthy the source is. This could reveal the text is not worth reading.



3. SURVEY/SKIM THE TEXT FIRST

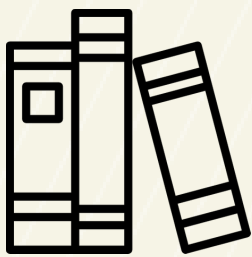
Surveying/skimming will help you to get a general idea of the text, which makes taking notes easier.

4. READ ACTIVELY

Engaging actively with the text will help you understand the content. E.g. you can highlight key words and phrases, make annotations in the margin, test yourself as you read.



DURING NOTE-TAKING

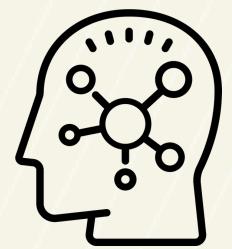


5. MAKE A NOTE OF THE SOURCE

At the top of the first page make a note of the author, title, year of publication, etc. This is especially important if you plan to cite this text in your writing.

6. USE AN APPROPRIATE STYLE

Decide what style of notes (linear or pattern, e.g. mind map) best suits the text and your own preferences.



7. KEEP NOTES CLEAR AND CONCISE

Notes should be brief. Leave space so you can add more detail later. Pay attention to transition signals as you read in order to understand the connection between ideas.

8. USE YOUR OWN WORDS

Using your own words will not only help you understand the meaning, but will also assist you in avoiding plagiarism.



9. MAKE YOUR OWN IDEAS CLEAR

If you have added annotations, you may want to include these in your notes. However, you need to make a clear distinction between the writer's ideas and your own.

AFTER NOTE-TAKING

10. FILE YOUR NOTES CAREFULLY

Make sure you can easily access your notes later by placing them in a physical folder (if hand-written) or in a suitable folder on your computer (for electronic notes).



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