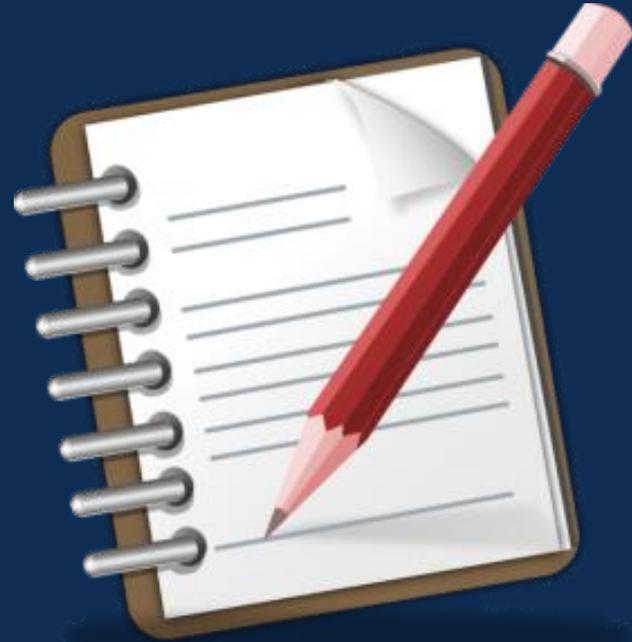


Note Taking and Reading Effectively



Lectures

Before the Lecture

1. Revise Previous lecture or tutorial material.
2. Pre-read about the topic.
3. Have all materials with you.

After the Lecture

1. Revise lecture notes within 24 hours.
2. Write a short summary of the lecture ASAP– 1 paragraph.

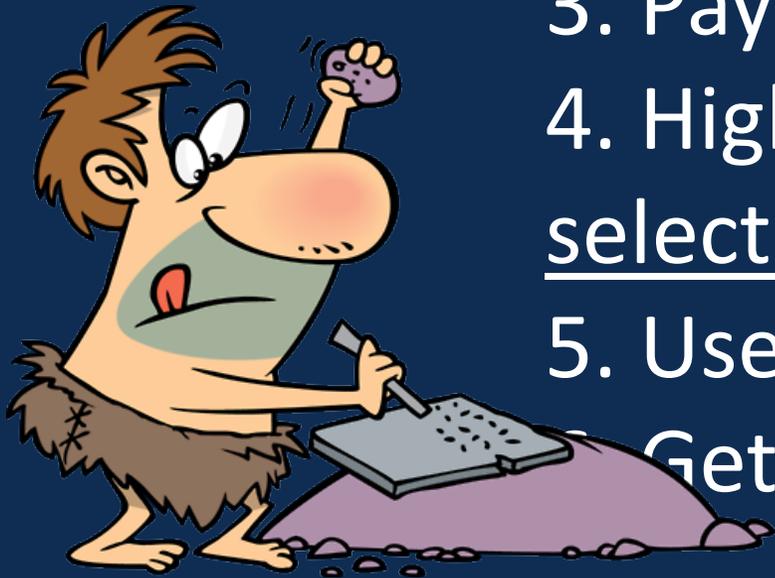


During the Lecture

1. Be on time and sit near the front.
2. Distinguish between main points, elaboration, examples, repetition and new points.
3. Look for structural cues (transition words, introduction, body and summary), visual cues (note what visual aids were used or references to sources), and non-verbal cues (facial expressions, hand signals).

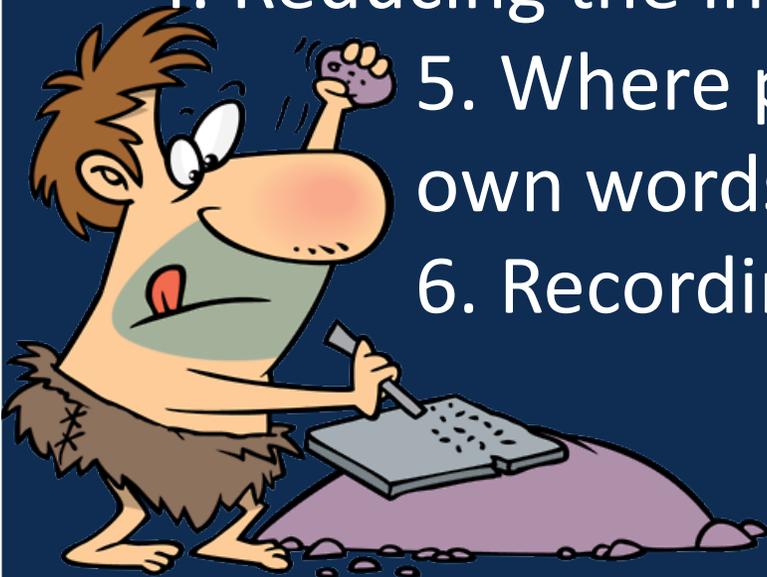
Top Note -Taking Tips - Lectures

1. Don't write down every single word.
2. Voice record the lecture. Look at uploaded lectures.
3. Pay attention...
4. Highlight, underline and capitalize, selectively...
5. Use abbreviations.
Get rid of distractions.



Effective Note Taking Requires:

1. Recognising the main ideas.
2. Identifying what information is relevant to your task.
3. Having a system of note taking that works for you.
4. Reducing the information to note and diagram format.
5. Where possible, putting the information in your own words.
6. Recording the source of the information.



Abbreviations

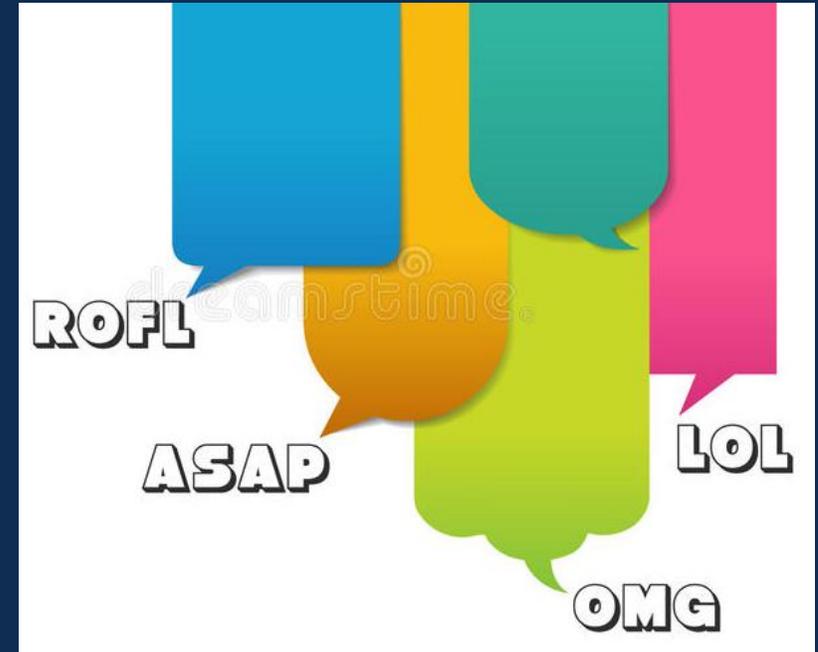
Examples of word truncations

A truncation is a way to reduce or shorten a word.

ppl	people
res	research
natl	national
eqn	equation
ed	education
gov	government
dep	department
esp	especially
ustand	understand

Using Abbreviations

1. Leave out most articles and conjunctions (the, a, and, but).
2. Shorten words by leaving out vowels or other letters.
3. Use symbols when possible.
4. Only use abbreviations you will remember.
5. Too many can make reading notes difficult.
6. Be consistent.
7. Make an abbreviations list. You can add to it and refer to it if needed.



Common Symbols and Abbreviations

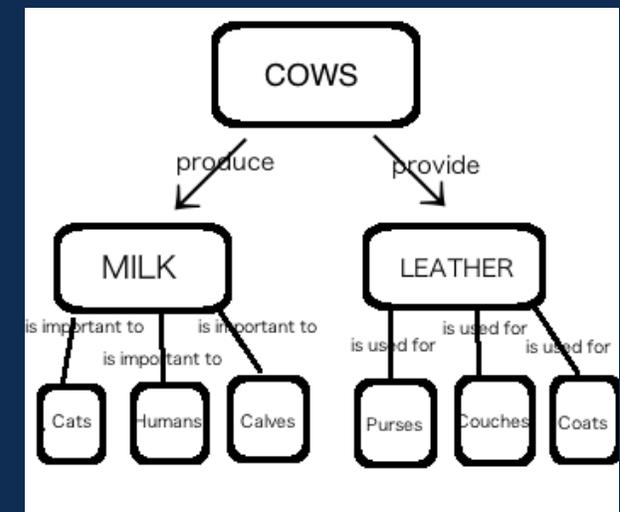
+ or &	and or plus
?	question or doubt
↔ ?	linked or interrelated or connected
# or no.	number
<	less than
>	greater than
\$	dollars or money or cost
▲	change
wrt	with respect to

Handouts in Lectures

1. During the lecture, it's best to put the handouts to one side and make your notes without them.
2. Maps and graphs can be made more useful with a few annotations.
3. Once you're outside a lecture theatre, notes have a tendency to lose all meaning, so make yours detailed and explicit at the first opportunity.



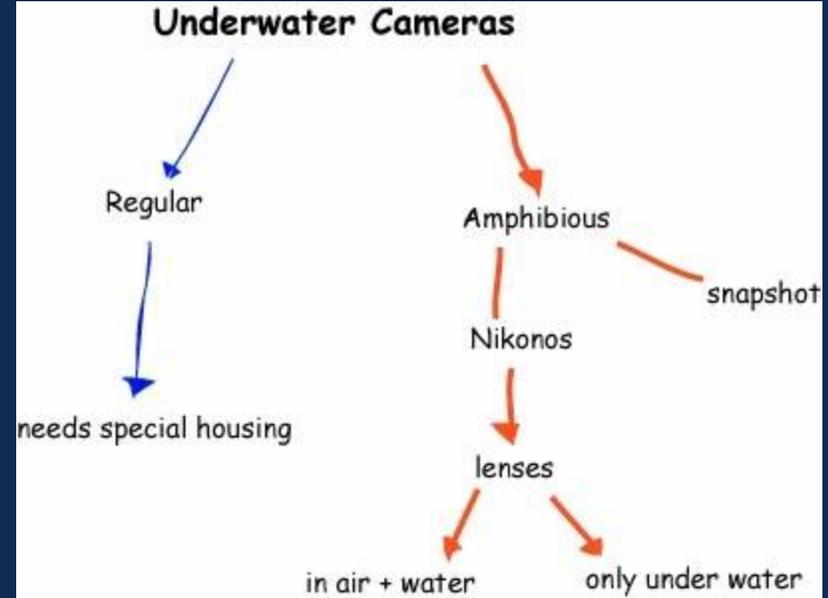
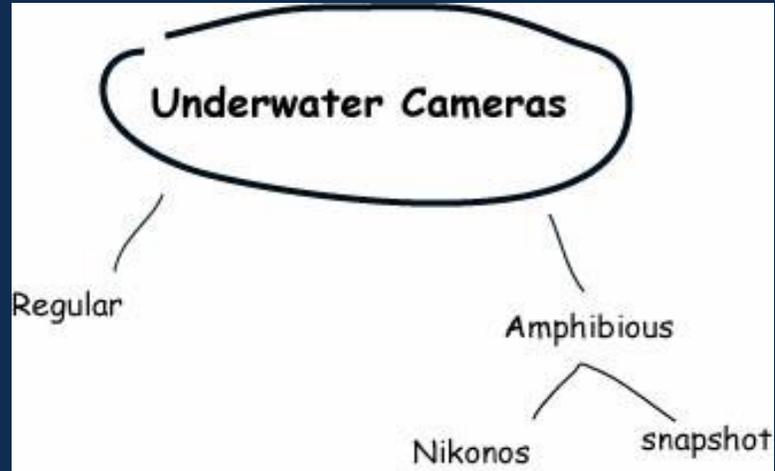
Use Concept Maps and Diagrams



This presents the information in a visual form

- Leave space for adding ideas and symbols.
- Begin in the middle of the page and add ideas on branches that radiate from the central idea or from previous branches.
- Arrows and words can be used to show links between parts of the concept map.
- Colour and symbols are important parts of concept maps, helping illustrate ideas and triggering your own thoughts.

Concept Maps and Diagrams



Note-Taking System

Develop your own note-taking system.

Use your note-taking system both in lectures and from written sources.



Note-Taking Method

Topic Name	Date, Lecture details
<p>1 Record as many facts and ideas from the lesson as possible. Important dates/people/places. Repeated or stressed information. Use bullet points and pictures/diagrams. Use abbreviations. Leave space between points to add information later. Make sure the notes you make are meaningful to you.</p>	<p>2 Cues - Reduce Main Idea and essential facts, pivotal phrases Key words Questions</p>
<p>3 Summary – Reflect & Review Summary of your notes in your own words.</p> <p>Summarizing and reviewing information after it is learned is one of the best research based strategies for ensuring long-term retention of any content or skill.</p>	

Note-Taking Practice



Watch the clip below and use the note-taking method in slide 12.



<https://www.youtube.com/watch?v=KyI1LMmV3V0>

Note-Taking Practice

Watch the clip below and use the note-taking method in slide 12.



<https://www.youtube.com/watch?v=b66gLKLU8yU>

Note-Taking Practice

Watch the clip below and use the note-taking method in slide 12.



<https://www.youtube.com/watch?v=1gEQXeErNgc>

Written Note-Taking

Tools to Use When Making Notes



Written Note-Taking

Remember to use a new page for each new reading

Bibliography

Details:

- Author's surname and initial
- Title of book or journal article
- Publisher
- Place of publication
- Page numbers of article
- Internet site details, including web address
- Note the library call number

Comments on Information

- In this section, you may write anything that indicates your response to the reading.
- You do not have to have a response to every paraphrase or quote but it is important to think about why you are including information and to jot down any reasons that seem pertinent to why you are reading the text.



Answer these Questions When Reading an Article:

- How does this information relate to other texts that I have read?
- What important links can be made to the topic/other research?
- How is the information relevant? (If it isn't relevant, should I be pursuing it at this time?)
- Does the author say anything new or particularly interesting?
- Is there anything that I don't understand that I need to follow up?
- Is the author saying anything that I disagree with and why do I disagree with it?
- Is the author saying anything that contradicts the findings/opinions of other authors?
- What conclusions can you make from the points being made?



Example of Note-Taking for an Article

Bibliography	Page Number	Comments
<p>Phillipov, M. (2015). Constructing 'reality': My kitchen rules and reality TV cooking shows. <i>Screen Education</i>, (79), 88-93. Retrieved from https://search.proquest.com/docview/1772451715?accountid=26359</p>	88	Influences to our ideas about food, shopping and eating out.

Reading Strategies to Save Time

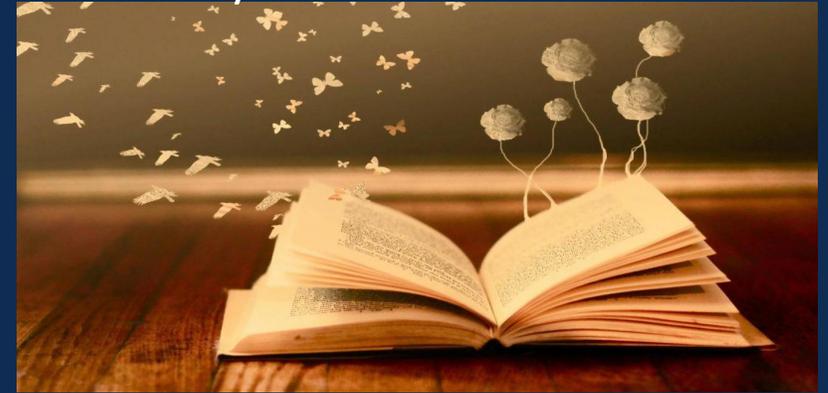
1. Previewing the text to get an overview

What is it? Previewing a text means that you get an idea of what it is about without actually reading the main body of the text.

When to use it: to help you decide whether a book or journal is useful for your purpose.

To Preview, start by reading:

- the **title** and **author** details
- the **abstract** (if there is one)
- The parts that 'jump out'; that is: **main headings** and **sub headings**, **chapter summaries**, any **highlighted** text
- any **illustrations, graphs, tables or diagrams and their captions**, as these usually summarise the content of large slabs of text
- the **first sentence** in each paragraph
- **Results and discussion** section of academic studies



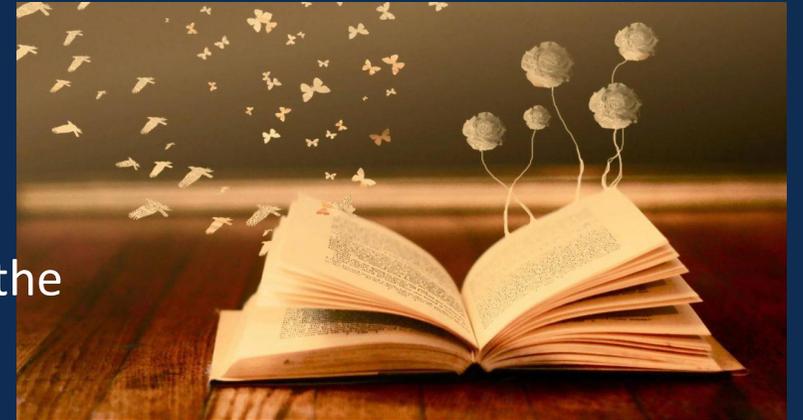
2. Skimming

What is it? Skimming involves running your eye very quickly over large chunks of text. It is different from previewing because skimming involves the paragraph text. Skimming allows you to pick up some of the main ideas without paying attention to detail.

When to use it: to quickly locate relevant sections from a large quantity of written material.

How to skim:

- note any bold print and graphics.
- start at the beginning of the reading and glide your eyes over the text very quickly.
- do not actually read the text in total.
- always familiarise yourself with the reading material by gaining an overview and/or skimming before reading in detail.



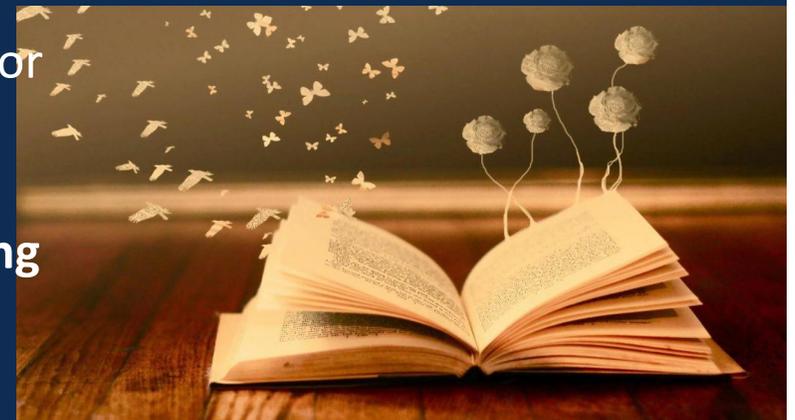
3. Scanning

What is it? Scanning is sweeping your eyes (like radar) over part of a text to find specific pieces of information.

When to use it: to quickly locate specific information from a large quantity of written material.

To scan text:

- after gaining an overview and skimming, identify the section(s) of the text that you probably need to read.
- start scanning the text by allowing your eyes (or finger) to move quickly over a page.
- as soon as your eye catches an important word or phrase, stop reading. Mark it, use a coloured flag and write brief key words or notes in the margin.
- then slow down to read the relevant section more thoroughly.
- **scanning and skimming are no substitutes for thorough reading and should only be used to locate material quickly.**



4. Intensive Reading

What is it? Intensive reading is detailed, focused, 'study' reading of those important parts, pages or chapters.

When to use it: When you have previewed an article and used the techniques of skimming and scanning to find what you need to concentrate on, then you can slow down and do some intensive reading.

How to Read Intensively:

- start at the beginning. **Underline any unfamiliar words** or phrases.
- if the text is relatively easy, **underline, highlight or make brief notes**; if the text is difficult, **read it through at least once** (depending on the level of difficulty) **before making notes**.
- Look for **main ideas**. Each paragraph should have a main idea, often contained in the **topic sentence** (usually the first sentence) or the last sentence.
- when you have finished go back to the unfamiliar vocabulary. Look it up in an ordinary or **subject-specific dictionary**.
- Write down the bibliographic information and be sure to record page numbers.



Notes for an Essay Question – ***Article**



Q: Cooking TV shows, such as Master Chef and My Kitchen Rules, have had a significant impact on Australian food culture. Identify and discuss the more notable changes that the show has made to the eating, cooking and shopping habits of Australians.





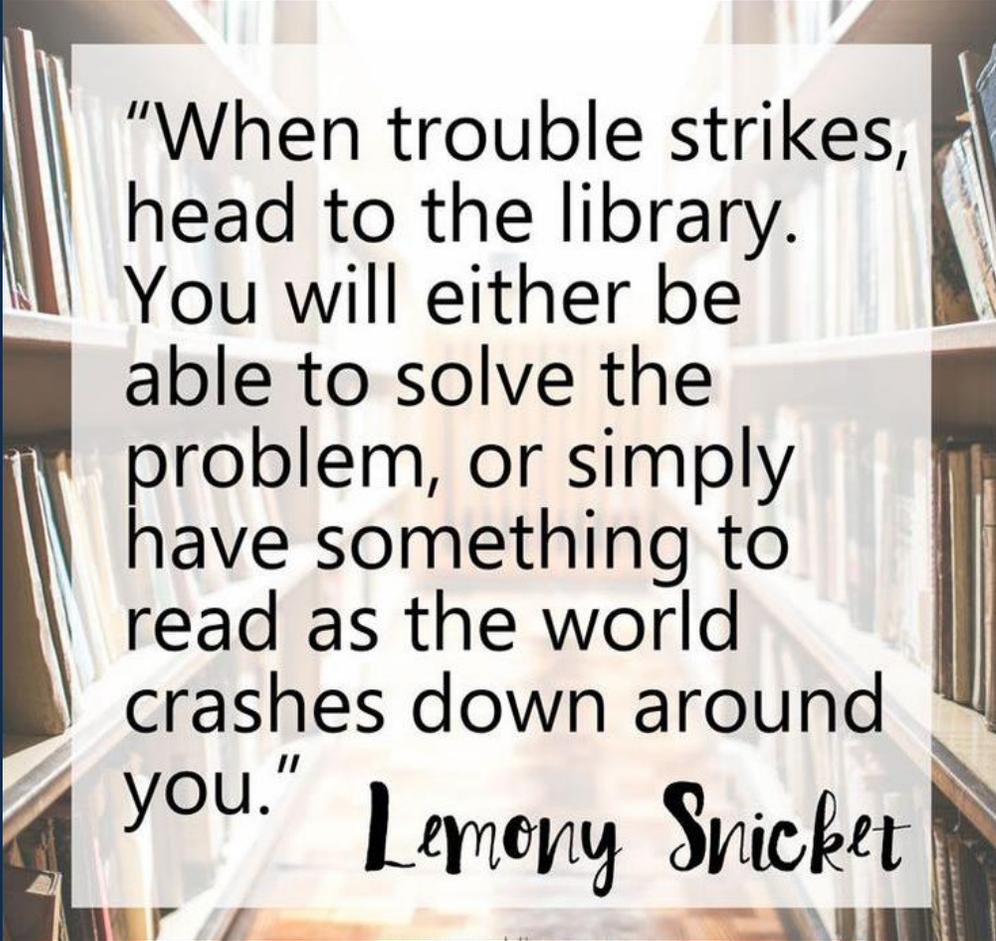
In your group read the article given and using one of the tables below, record the information relevant to the question.

1

Bibliography	Page Number	Comments

2

Topic	Details
Questions	Notes
Summary	



“When trouble strikes,
head to the library.
You will either be
able to solve the
problem, or simply
have something to
read as the world
crashes down around
you.”

Lemony Snicket