

NOTE MAKING AND SKIMMING

Skimming:

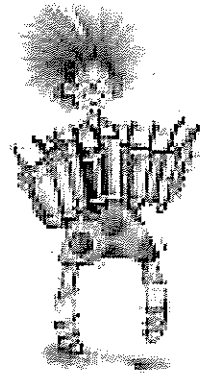
- ◇ Skimming comes before note taking. It is a way of finding out which parts of an item are most important.
- ◇ Everybody skims print every day. e.g. telephone directory, TV guides.
- ◇ The eye travels down the page quickly and picks out key words and important messages.

Why We Skim:

- ◇ To find out what the passage in the book or article is about - is it of any use to us ?
- ◇ To see if the information gives us the details we want.
To save time and energy. We find out where the relevant bits are without reading the whole section. We will then know which parts we need to make notes about.

How to Skim:

- ◇ Allow your eyes to float over the page, exploring the section, rather than reading it.
- ◇ Read the title.
- ◇ Read the headings and beginnings of major paragraphs.
- ◇ Look quickly at illustrations.
- ◇ Look at summaries at ends of chapters or articles.
- ◇ Look for key words and phrases.



Note Making: Why is it important ?

- ◇ It will help you remember important points.
- ◇ It is easier and more convenient to work from notes rather than directly from four or five books or Internet sites when you do an assignment.
- ◇ Notes will give you a good outline for your assignment.
When you convert ideas into your own words you begin to understand them. Never copy straight from a book.

How to Make Notes:

- ◇ For each resource write down title, author, publisher, place and date of publication and call number.
- ◇ Know why you are noting something. Know the sort of information you want. Formulate questions in your mind that you will need to answer. e.g. *who, what, when, how, why, where.*
- ◇ Don't note information that is not relevant.
Most notes are for your own personal reference so devise your own system of abbreviations.

Key Techniques in Taking and Making Notes:

- Keep them brief – they are notes – you are not writing a book!
- Their purpose is to help you understand and remember, so:

TIP:	Use	Your own words Your own shorthand Your own visuals Your own layout
Make notes PERSONAL to you.		

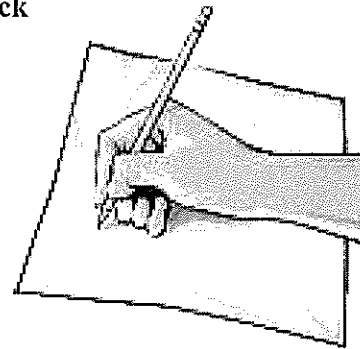
METHOD 1:

Skim read - let your eyes move quickly over each page pausing at headings and sub headings.

Scan - more slowly now. Look for keywords and ideas from your plan.

Make brief notes in your own words. If tempted to copy then

read - shut the book - think - write - open the book - check



METHOD 2:

1. Read the whole passage once for overall meaning.
2. Write down your impression of the whole passage.
3. Re-read, taking one paragraph at a time.
4. Think about the paragraph. Look up words you don't know.
5. Decide what the main point of the paragraph was.
6. Write down the main point in your own words.
7. When you finish re-read your summary. Does it reflect the whole passage?
Delete or add. Sum up diagrams, tables etc.
8. Use points. Don't write down unnecessary bits. Some paragraphs may have no main points. Leave them.
Some may have several. Record them. Attack half the paragraph if it is too large.

<p>Note Making _____</p> <p>Is "Turning information into your own thoughts and opinions".</p> <p>Note Making _____</p> <p>Is "Copying down other people's thoughts and opinions".</p>

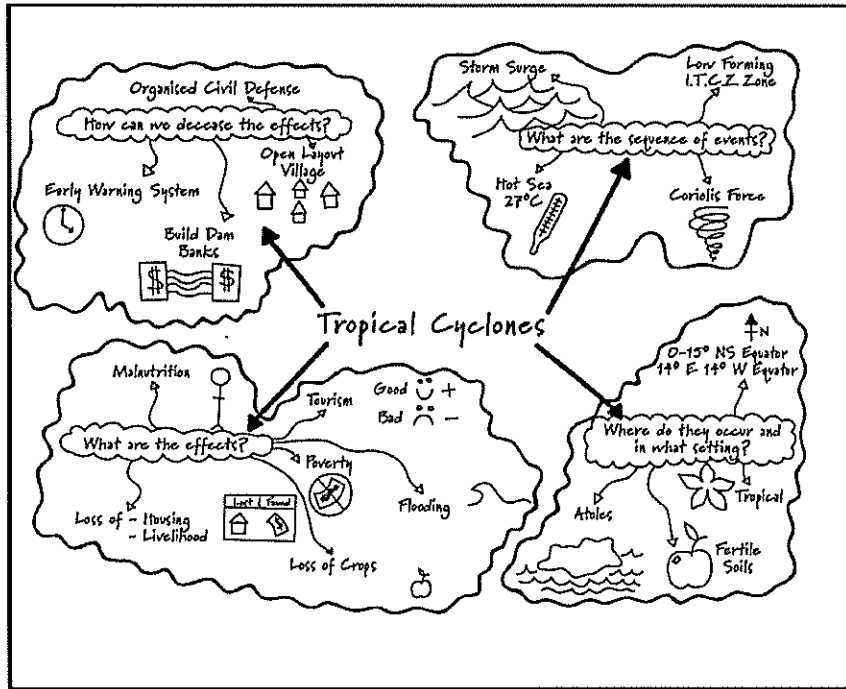
- Which do you think will be more valuable and memorable to you?
 - a. Writing down other people's words? OR
 - b. Using you own words?

Types of Notes

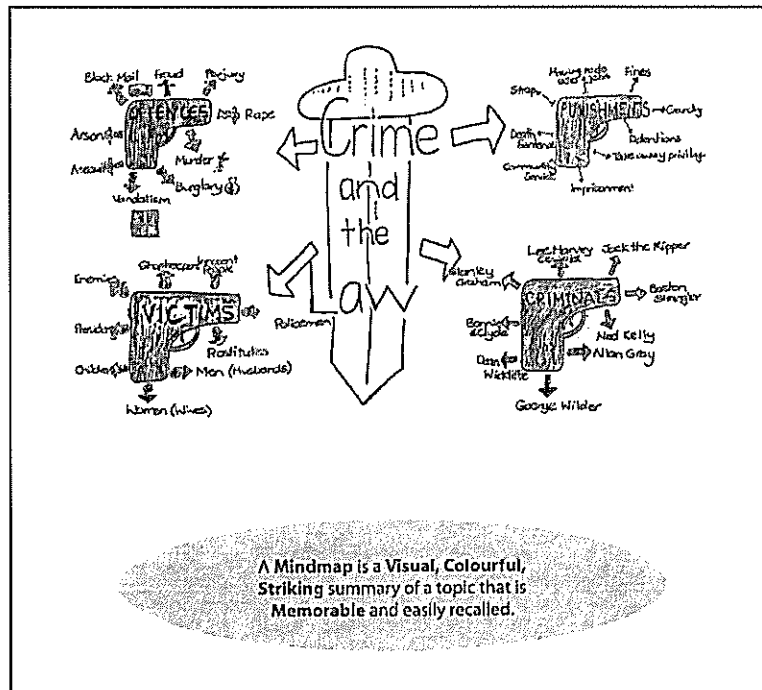
1. Visual – Mind Maps
2. Linear

1. Here are two examples of Mind Maps.

On Tropical Cyclones (by Hayley Mulholland, Year 10)

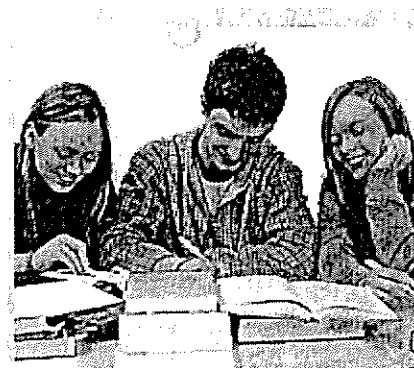


On Crime and the Law (Joanne McCardle, Year 9)



Mind Maps have many advantages:

- They are **personal** to you. Other people's words and diagrams are never so memorable as your own!
- They are **your** interpretations and **your** words.
- They:
 - Are fast to create
 - Are easy to visualise
 - Contain key ideas
 - Are compact – on one page
 - Show connections between ideas
 - Allow you to organise ideas
 - Allow you to add ideas
 - Are visually attractive
- You can **use** mind maps for:
 - Getting started –brainstorming
 - Planning a speech
 - Summarising articles and books
 - Summarising seminars and presentations
 - Planning assignments and essay questions
 - Planning exam answers
 - Solving problems
 - Aiding the memory



For a collection of Mind map examples, search Google Images under the subject Mind maps. There are 1,000's for examples here.

The above information about Mind maps was taken from :

Gifford, Michael , 2011, *Setting Your Sights : Techniques for learning to learn Book B : building the framework*, User Friendly Resources, Christchurch.

1. Linear Notemaking

Points are highlighted in same way under a series of headings and subheadings.

Linear Notemaking

This is rather like many of the pages in this book where points are highlighted in some way, such as with **bullets** and **numbers**.

Checklist ✓

- Use *headings*.
- Use *numbers*, and *list* points of importance.
- Underline*.
- Highlight*.
- Use *colour*.
- Use your own *shorthand* – symbols, abbreviations.
- Be *accurate* with names of people and places.
- Print *key ideas* **boldly**.
- Make use of **S P A C E**. This makes your notes uncluttered and leaves room for additions.

Be an Active Learner.

Self-check your study habits for the past week against the following lists. Are you currently an active or a passive learner? Check again after a week to see if you have been more active in your learning.

Active ✓

You:

- Highlight key words as you read and study
- Underline key words as you read and study
- Write down key words as you read and study
- Ask questions as you read and study

- Brainstorm
- Make Mindmaps
- Discuss topics and problems with a friend
- Set tasks or questions to answer when watching a Video or DVD
- Prepare questions to answer as you read

Passive ✓

You:

- Read notes uncritically
- Read notes with arms folded
- Study while watching TV
- Watch a video without focus or setting yourself tasks
- Study without thinking
- Study without asking questions

From Gifford, Michael , 2011 *Setting Your Sights : Techniques for Learning to learn Book C : Developing techniques.* User Friendly Resources, Christchurch.