

Learning Skills.

Guidance Notes 1

STRATEGIES FOR NOTE-TAKING

Recording Information from texts

- Do not take notes too soon from new material. Read a section, then let the meaning sink in first, before you put pen to paper. This will help you to avoid copying and reduce the risk of plagiarism.
- Think about the purpose of your note-taking. What exactly are you taking notes for? Read only to get the answers to what you need. This will help reduce 'unnecessary' reading.
- While reading, note the main points which answer your questions. Then either rewrite these points in your own words or highlight them by using marker pens, writing summaries or designing mind maps.
- Take down only the key words and phrases. Do not use complete sentences and make use of abbreviations where suitable. Do not copy chunks of text and phrases taken directly from your reading.
- Try to simplify what you read into your own words/diagrams.

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- Note exactly:
 - i) where the information comes from
 - ii) any names, dates and the source (page numbers) of any quotations.
- Leave spaces in your notes for corrections or later additions.
- Write quotations in a different coloured pen and always give the page number of the source of the quotation.
- After a few days, re-read what you have written, perhaps adding some other ideas.
- Keep all your notes in a suitable folder (such as a ring-binder) and in a logical sequence so that you can easily access them at a later date.

For more resources, see the Learning Skills Hub:
canterbury.ac.uk/learning-skills-hub

Email us at learner@canterbury.ac.uk

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