



## INFORMATION SKILLS – NOTE-MAKING

### WHY IS NOTE-MAKING IMPORTANT?

- Making and organizing notes is an important step in the **research process**. By doing this you begin to understand and take possession of the new ideas and information you have found
- Sometimes it seems easier to copy/print material found without thinking about it. It is more useful to **make notes you have thought about** and relate to your research question, key-words or concept maps
- It helps you remember important points
- It's easier and more convenient to work from notes you already have made than from several books and online articles when working on an assignment
- Notes assist in forming a good outline for your assignment



### HOW TO TAKE NOTES

- Become familiar with your topic
- **Skim read** material first, looking at title, headings, paragraphs, subheadings and topic sentences to locate worthwhile information. Keep your **focus question** in mind.
- Begin note-making with a topic heading
- Reread your selected information. Ask Who?, What?, When?, Where? and How?.
- Look for main points and record these
- Record only key information – preferably in **dot points**
- Be careful not to change the meaning of your information
- Use a new **heading** when the topic changes. Use a subheading if the information still pertains to the main heading but is key information on its own
- Notes may include diagrams
- If you copy quotes, diagrams, maps, tables, etc., note the page number from which the information was taken.
- Always record the author, title, publisher, place and date of publication, internet address, etc. for your bibliography – before you start. Try using a different coloured pen.

### HINTS FOR NOTE-MAKING

- Jot down only main ideas, important details
- Use single words, short phrases, dot points
- Use your keywords or key questions as headings to make a framework for your notes
- Take notes in your own words as much as possible
- Don't note information that is irrelevant to your topic
- When copying information directly, put it in quotation marks or use a selected coloured pen. If you decide to use it in your assignment you will remember to acknowledge its source.
- Leave margins to add index headings later
- Don't skimp on paper – take notes on one side only, leave room to add your own ideas, etc.



### Analysing/Organising