Note-taking for researching and writing essay

- The first rule is not to start making notes immediately 😊
- **Scan & Skim** read articles in potential interest before taking notes so you identified the relevant themes and issues before taking notes
  - **Skimming** - looking only for the general or main ideas (title, subtitles, introduction, conclusion, photos, diagrams, topic sentences)
  - **Scanning** - looking only for a specific fact or piece of information without reading everything. (examples: going over a network TV guide quickly, phone list, etc.)
- Underline the main points
- Record only the most relevant and important details
- Develop a note-taking system & keep your notes simple
We take notes to understand the meaning

- Rule 1: You cannot take good notes if you do not understand the structure of the text and the relationships in it.
- Rule 2: If you do not understand (can’t comprehend) the meaning in an article, then stop reading it and choose another.
- Rule 2a: If you unclear about the specific information you are reading in the article that caught your attention, seek help from your tutor, lecturer or librarian.
- Rule 3: Do not just copy author’s words; use your own.
Note-taking formats: key word notes

- Use words that summarise the text well
- Do not choose unfamiliar words
- Create your own abbreviations
- Use different coloured highlighters to segregate matter:
- Use arrows, plus, minus signs and other symbols to communicate:
- Create a mini Mind Map for important articles
Other note-taking formats:

- Tables/matrix
- Herringbone maps

But what about Adobe Reader X or XI?