

Note-Taking From Texts



Why Take Notes?



To gather information about a specific topic.

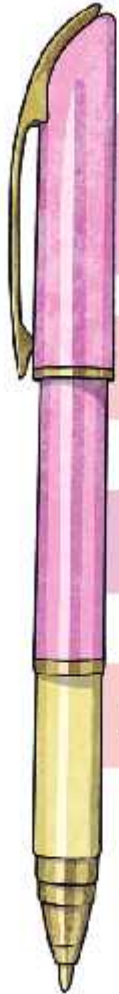
To use within a piece of writing at a later date.

To analyze a text.

To prepare for a test.



Where Do I Begin?



The idea that you have to look at all the information and pick out the important parts can be overwhelming

Where do I start?

How do I know which information is important?

How can I shorten the sentences?



Don't Panic

There are a few different tricks and tools that you can use to make this easier.



Find out what you need to know.

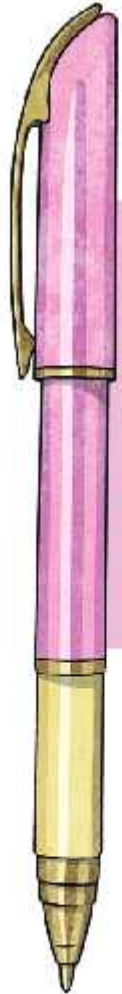
Examine the pictures and headings.

Read and take notes on one subheading at a time.

Take regular brain breaks.

Make helpful notes.

Examine the Pictures and Headings



Now that you know what is important, you can use the pictures and subheadings to get an idea of the order of topics that are covered. Just take a quick glance through the text to see what is coming.

You can use those headings as the main points for your notes, if you wish.



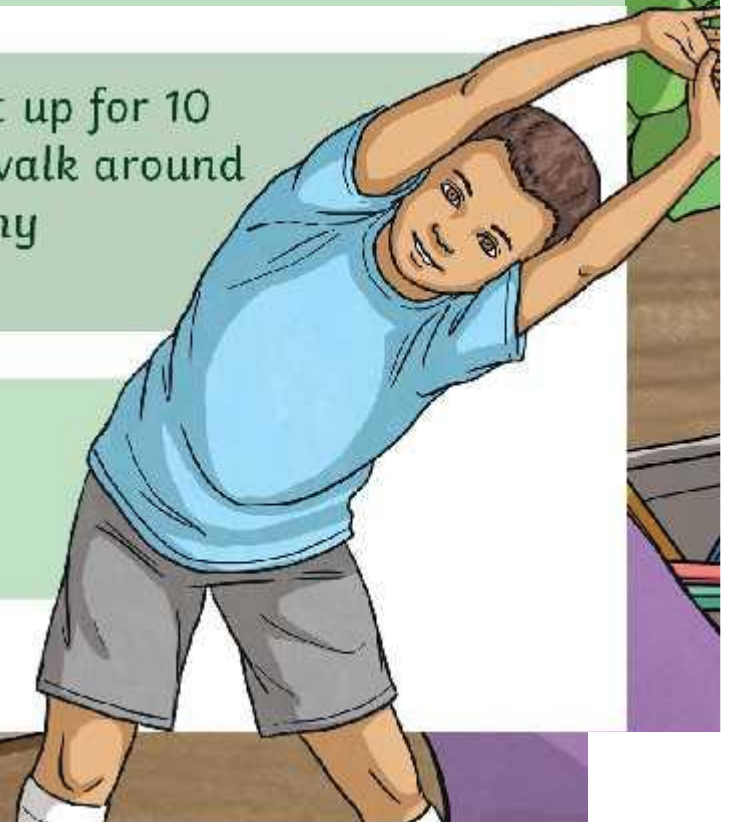
Take Regular Brain Breaks



Your eyes, brain, and body are not designed to maintain the same position and focus for hours at a time. You need to move around and take breaks.

Every hour you are working, you should get up for 10 minutes and do something else. You could walk around the room, talk to your friends, stretch, or any other movement.

If you do this, you should find you are much more alert and focused.



Read and Take Notes on One Subheading at a Time

Don't try to tackle the entire text at one time and then take notes. You will forget a lot and absorb very little.



Work on one subheading at a time.

After reading one section, stop and write down your thoughts and answers to any questions you found. This will also help to keep your notes organized.

Next move onto another section and repeat.

Take Helpful Notes



1. Scan for key words.
2. Skim for important facts.
3. Write down the key information only.



Scan for Key Words



Think of the important words that link to what you want to find out.

Quickly scan the text for these words.

Only read the parts of the text that contain your key words.



Skim for Important Facts



Once you have found the correct section, you do not have to read every single word.

Skim over each sentence, taking in the important facts.

Write Down the Key Information Only



Decide what is most important and write that down.

Only write down key words and phrases; you do not need to write in complete sentences.



