# HOW TO TAKE NOTES WHILE READING

Taking notes while studying from a textbook is one of the most efficient ways of retaining textual information and processing it. This article will help you take better notes while reading academic text.

Highlighting relevant portions of a text and making notes in the margins is a quick and effective method of summarizing the important points of a text. However, if you are more detail-oriented, want to do a more in depth study of certain texts or are planning to write a paper relating to the text you are studying, you may want to take notes on a separate page. There are many methods for taking notes separately; some of which have been listed below.

1. Mind-mapping Method

When reading a text, there are certain ideas that you can pick out as the core ideas of the text. Place these ideas at the center of the page and draw lines connecting other related ideas to each core concept. This will help you explore the connections between different parts of the text. If you want to draw mind maps on a screen instead of on paper, there are many Android apps to help you, such as Mindly, SimpleMind and Mindomo.

1: http://www.commcoreconsulting.com/mind-map-your-way-to-communicating-effectively/
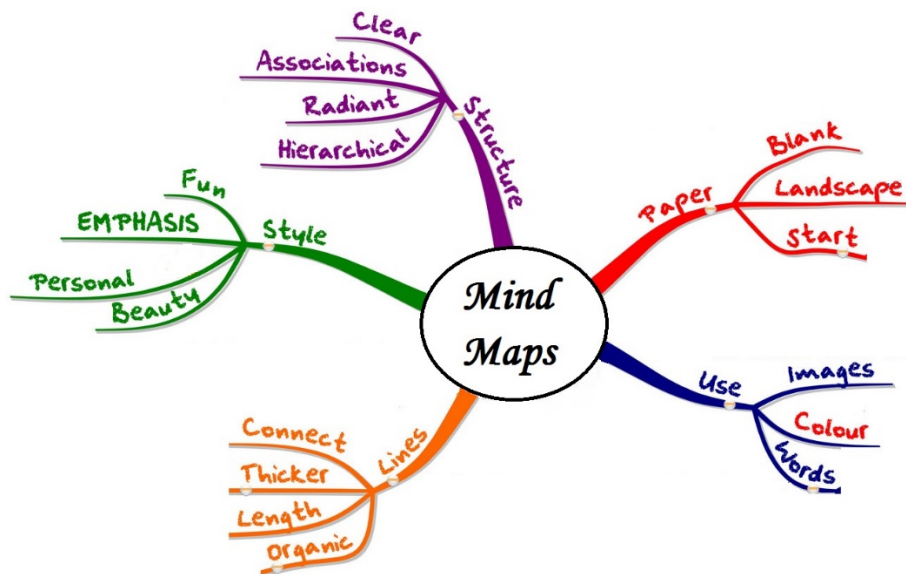
2. The Charting Method

For information that can be divided into binaries (such as pros/cons), try drawing charts or lists for a quick and easy comparison.

HOW?	ADVANTAGES:	DISADVANTAGES:	WHEN TO USE IT?
Set up your paper in columns and label appropriate headings.	Helps pull out most relevant information	Can be a hard system to use during a lecture	If you'll be tested on facts and relationships
Headings could be categories covered in the lecture	Reduces amount of writing	Not a lot of room to write	If content is heavy and presented quickly
Insert information (words, phrases, main ideas, etc.) Into appropriate category	Provides easy review for memorising facts and studying comparisons and relationships	Need to know the content that will be covered beforehand.	If you want to get an overview of the whole lecture on one sheet of paper

2: https://www.learninghub.ac.nz/study-skills/note-taking-2/note-taking/

EXTRA TIP!
While making notes, using abbreviations for recurring words will make the process faster. Make your own key for words and their abbreviations. Example:

Because	bcz OR b/c
Karl Marx	KM OR Mrx
Velocity	V OR vcty

3. The Outline Method

Start by making headings of key concepts in a text. Then make sub-headings for each of the topics that fall under the general category of a heading. Make bullet points for the information that can be categorized under each sub-heading. Continue making further bullet points until all the information is sorted into categories. This will help you understand the general structure and key points in a text at one glance.

FORMAT FOR THE OUTLINE METHOD OF NOTE-TAKING

Title or topic

I. MAIN TOPIC (to the left side of the paper near the margin)
    A. MAJOR SUB-TOPIC (indented and subordinate to the preceding heading)
        1. Minor sub-topic (indented under A)
        2. Minor sub-topic (indented under A)
        a. Detail (under 2)
        b. Detail
    B. MAJOR SUB-TOPIC (indented the same as major sub-topic A)
        1. Minor sub-topic
        a. Detail (under 1)
        b. Detail
II. Continue in the same way with main topic #2, #3, etc.

3: https://flexiblelearning.auckland.ac.nz/note-taking-skills/15_4.html

4. The Cornell Method - note-taking for essay writing

List out all the bibliographic information of a text at the top of the page. It can include the name, title of the text, URL (if the source is online), book title and library catalogue item number (if it is from a library book) or the article title and DOI (if it is from an academic journal).

Underneath the bibliographic details, make two columns: a narrow one and a wider one.
In the narrow Column 1, make short notes based directly on the reading. It can be paraphrased information from the text, summaries of concepts in the texts or direct quotations. Use direct quotations only when necessary and always mention the page and paragraph number where you found the quote. Place "inverted commas" around the quote so you can differentiate between your words and the author's.

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In the wider Column 2, write your responses corresponding to the material copied in Column 1. You can use it as a space to reflect on the text and articulate your thoughts while doing the reading. This information can later help you in forming essay questions and ideas. The notes can look something like this.

Bibliography	
Name of author, book title, URL, page numbers, etcetera	
Column 1	Column 2
Paraphrased material	Thoughts
"Direct Quotations"	Reflections
Summary of paragraphs	Related Ideas

These note-taking strategies are meant to help you make concise and effective notes that can aid you in learning and comprehending reading material better. For any more questions regarding note-taking, visit the EHSAS center. Happy note-taking!

References

https://student.unsw.edu.au/notemaking-written-text

http://www.ecu.edu/cs-acad/aa/pirateacademicsuccesscenter/upload/charting_note_taking_method_2-2.pdf

http://lsc.cornell.edu/notes.html