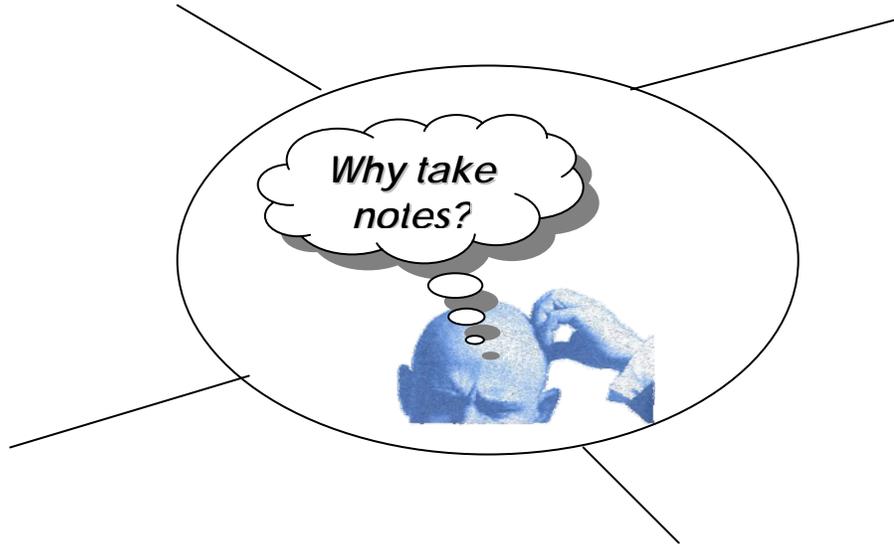


NOTE-TAKING FROM READING

Starter: Have you ever taken notes while reading a passage, an article or a textbook? Why do you take notes? Think about the reasons for making notes and write them down to complete the mind map below.



Part I: Now you can see some purposes and benefits of taking notes. Do you know the characteristics of good notes and how to make good notes? Read the following passage and make the best notes as you can.

HOW TO MAKE GOOD NOTES

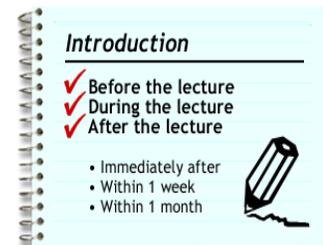
Note-taking is a technique of recording important information for future use. Before you begin to take notes, you need to clarify your purpose. Ask yourself why you are taking the notes.

Good notes should be as brief as possible without missing any important points, and they need to be accurate. You can use the title of the passage or the chapter to help you anticipate the main ideas of the text. When you read a text, you need to draw out the main idea and supporting details of a paragraph.

Good notes should have a clear organizational pattern. When you take notes, you should write them down with your own words, and the ideas in your notes should relate to one another. That is to say, your notes should be arranged into an appropriate form e.g. a list, a diagram, a table, etc.

Good notes need to indicate the source where the information comes from. You need to jot down the name of the author, the date of the publication, the title of the book or journal, the name of the publisher, the volume number in case of an article, and the page number(s), etc. exactly as they are written. If you want to comment on what you are reading, keep your ideas separate from those in the text. You may draw a box around them.

When you finish, sum up what you have written.



Your notes:

The following checklist is a guideline to evaluate good notes. Work with a partner. Compare your notes with your friend's. Use the checklist as a guideline to evaluate the notes. You can make any change to improve your notes.

Guideline to evaluate your notes

For each of the following sets of opposite statements, mark along the line depending on how far it is true of the notes.

Difficult to read	0	1	2	3	4	5	Easy to read
Too detailed	0	1	2	3	4	5	Brief, to the point
Not accurate	0	1	2	3	4	5	Accurate
Hard to understand	0	1	2	3	4	5	Easy to understand
Poorly organized	0	1	2	3	4	5	Well organized
Difficult to learn from	0	1	2	3	4	5	Easy to learn from
No abbreviations	0	1	2	3	4	5	Well abbreviated
Difficult to see important points	0	1	2	3	4	5	Important ideas stand out clearly
No source of information	0	1	2	3	4	5	Source of information provided
Chunks copied from passages	0	1	2	3	4	5	In my own words

(Adapted from: Cottrell, Stella (2003). *The Study Skills Handbook*. (2ed.) Macmillan: New York, p.127.)

Part II: Now you know that good notes need to be short, contain important points, have a clear organizational pattern, indicate their source, and need be written in your own words.

Do you know ‘**How**’ to make good notes? In fact, there is no definite format for note-taking, so you can do it in your own way or style. The most important thing is to make sure that your notes contain all the key points and are easy to understand.

The followings are strategies for note-taking.

1. Leaving out unimportant or non-informative words.

Since there are many details in the text, you need to know what information is important and what is not. Notes do not need to be written in complete sentences, so jotting down only key words or phrases is often adequate.

Exercise 1: Some words in the following passage have been omitted (___). The words left in this passage are key words. Study the information and answer the question.

___ twins ___ fraternal, ___ means ___ developed ___ two separate eggs ___ fertilized ___ same time. ___ twins ___ no ___ similar ___ physical characteristics than ___ ___ brothers ___ sisters. ___ one third ___ twins ___ identical, ___ means ___ developed ___ single fertilized egg, ___ share ___ common placenta. Unlike fraternal twins, ___ genetic makeup ___ identical, so ___ have ___ similar physical characteristics, ___ always ___ same sex.

(From: Broukal, *Siamese Twins*, p. 78)

a. What are the differences between fraternal twins and identical twins?

b. Make notes on the passage:

(Use the checklist on page 2 as guideline to evaluate good notes)

Exercise 2: Can you distinguish the non-informative words from the key words? The **bold underlined words** are key words, and the others are considered as the non-informative words. Study the passage again then answer the questions.

Most twins are fraternal, which means they developed from two separate eggs which were fertilized at the same time. Such twins are no more similar in physical characteristics than are any other brothers or sisters. About one third of twins are identical, which means they developed from a single fertilized egg, and usually share a common placenta. Unlike fraternal twins, their genetic makeup is identical, so they have very similar physical characteristics, and are always the same sex.

(From: Broukal, Siamese Twins, p. 78)

- a. What kind of words are non-informative words?

- b. What kind of words are key words?

2. Keeping your notes short.

Notes do not need to be written in complete words, especially those that have been often used or that will help organizing the ideas. You can save time and space in your notes by using **abbreviations** and **symbols**. The important things are to be creative and to make sure that you are able to recognize the abbreviations and symbols when you restudy your notes later on.

Exercise 1: Think about the abbreviations or symbols of the following words or phrases and write them down.

	<i>Abbreviations</i>	<i>Symbols</i>
questions	Q	?
especially		
important things		
key points		
the source of the information		
different		
because		
approximately / about		
and		
with / with out		

Exercise 2: Now think about two words or two phrases that you often use. Create abbreviations and symbols for them; then ask your friends to guess the meaning of them.

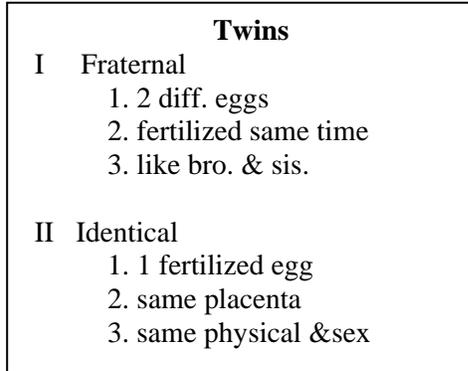
(To practice more, work on the exercises in the supplementary task.)

3. Organizing your notes well.

Good notes should have a clear organizational pattern. The ideas in your notes should relate to one another so that they are easy to understand. Your notes should be arranged into an appropriate form e.g. a list, a skeleton, a table, classification charts, mind map, etc.

Exercise 1: Look at the following note-taking formats. What are the names for these formats?

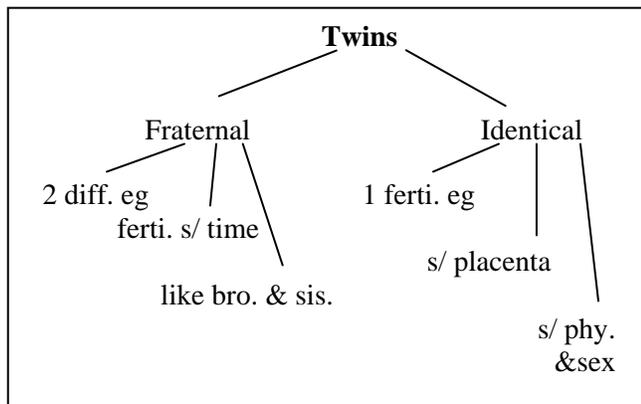
a) _____



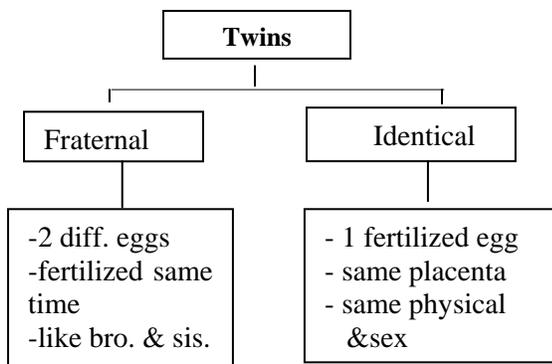
b) _____

Twins	
Fraternal	Identical
- 2 diff. eggs - fertilized same time - like bro. & sis.	- 1 fertilized egg - same placenta - same physical &sex

c) _____



d) _____



Exercise 2: Read the following passages. Then, decide what format is most suitable to organize your notes. Make notes using all strategies you have learned, and you may create your own strategies. Use information in your notes to answer the questions on page 7.

Passage A

Animals living in modern zoos enjoy several advantages over animals in the wild; however, they must so suffer some disadvantages. One advantage of living in the zoo is that the animals are separated from their natural predators; they are protected and can, therefore, live without risk of being attacked. Another advantage is that they are regularly fed a special, well-balanced diet; thus, they do not have to hunt for food or suffer times when food is hard to find. On the other hand, zoo animals face several disadvantages. The most important disadvantage is that since they do not have to hunt for food or face their enemies, some animals became bored, discontented or even nervous. Another disadvantage is that zoo visitors can endanger their lives. Some animals can pick up airborne diseases from humans.

Passage B

The World Health Organization began a DDT spraying program which virtually eliminated malaria. But other things began to happen. Besides killing mosquitoes, the DDT killed other insects that lived in the houses, such as flies and cockroaches. These insects were the favorite food of geckos (small lizards). And so when the geckos ate the dead insects, they died from DDT poisoning. Similarly, the house cats ate the dead geckos and cockroaches, and they too died from the DDT poisoning. As a result, the rat population rose sharply, and the human population of Borneo began to die from a type of plague carried by fleas on the rats. In order to deal with the emergency, thousands of cats were parachuted into the island, in what was called 'Operation Cat Drop'.

Passage C

The cloning of Dolly involved several steps. First, cells that had previously been taken from Dolly's mother were starved for five days, which caused them to stop dividing. After five day, the nuclei of these cells were removed and transferred into an unfertilized sheep egg. In the next step, the egg was grown in the laboratory for a period of time. Then the egg was implanted into a different sheep, where it grew normally. When the sheep finally gave birth, the lamb was an exact genetic copy, or clone, of the sheep that had provided the transferred nucleus, not the sheep that provided the egg.

Exercise 3: Answer the following questions using the information in your notes. Do not reread the passages.

Questions for passage A

1. What is the main idea of the passage?
2. What are the advantages and disadvantages of animals living in the zoo?

Questions for passage B

1. What is the passage about?
2. Why did the rat population increase?

Questions for passage C

1. Write the number (1...7) to arrange the steps of cloning Dolly into the correct order.
_____ Starve the cells for five days.
_____ Take cells from Dolly's mother.
_____ Sheep finally gives birth to a lamb.
_____ Grow the egg in the laboratory for a period of time.
_____ Implant the egg into a different sheep.
_____ Transfer the cells into an unfertilized sheep egg.
_____ Remove the nuclei of these cells.