

St Matthew's Academy
Library Information Literacy

Note Making
(taking your own notes)

What Do You Already Know?

Purpose

TO GATHER INFORMATION
ON A SPECIFIC TOPIC

Note-taking skills

- Find accurate information quickly
- Scan for key words
- Skim for important facts
- Write down only key facts
- Use abbreviations and symbols
- Organise notes clearly

Find Accurate Information Quickly

- Use the contents to search for a general topic (book)
- Use the index to search for more specific information (book)
- Read descriptions of websites to ensure you look at only those that are relevant.



Scan For Key Words

- Think of the important words that link to what you want to find out. Note these.
- 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 Only Key Facts

- Decide what is most important and write that down
- Only write down key words and phrases; you do not need to write in full sentences



Use Abbreviations and Symbols

- Abbreviations are shortened words: 'e.g.' for 'for example', 'info.' instead of 'information'. If you shorten a word, put a full stop at the end of it to show it is an abbreviation.
- Symbols: &, +, =, %, \$, @. As long as you understand them, you can make up your own symbols.



Organise Notes Clearly

- If you organise your notes clearly, they will act as a plan for your piece of writing.

What Can You Remember?

Purpose

Skills

Organisation

- Humpty Dumpty Note Making

- -
- Humpty Dumpty sat on a wall
- Humpty Dumpty had a great fall
- All the King's horses and all the King's men
- Couldn't put Humpty together again
-
- What facts do we need from the rhyme?
-
- Now choose one other nursery rhyme and do the same.
-

