

Taking Notes

Take notes so that you will remember what you **read** or **hear**.

Remember:

1. Write **clearly**.
2. Outline – write in **bullet points**, don't write everything
3. **Focus** on what you are writing or hearing
4. **Don't use someone else's notes.**

How to take good notes:

To become a good note taker, you need to know how to quote, paraphrase, and summarise:

Quoting

is **copying exactly** as it was written or said, and **giving credit** to the **author**.

Paraphrasing

is putting **another person's ideas** into **your own words**

Summarising

is **cutting down** a selection to about **one-third** of its original length without changing its basic meaning

Plagiarism

Plagiarism means to **steal** the **ideas** or **words** of **another person** and use them as your own and **not give credit** to the person who wrote them. It is **THEFT!**

Use your own words

When writing assignments always use **your own words**,

Don't:

- Cut and paste
- Take chunks of sections from the internet or books
- Use other peoples' words

Always:

- ✓ Write the information you want to use in **your own words**



Notemaking Guide

Topic/Question:

Keywords:

Notes – Information

(in point form – new line for each new idea)

Information Source

for Bibliography)

Bibliography Notes: **Internet:** Name of website // website address // date looked at // author // date on site
Books: Author(s) // Title // Publisher // Published Date // Published Place