

## Learning Skills, Room 120

# Reading and Making Notes from Texts and Articles

## Reading Texts and Articles

### Part One: Access Prior Knowledge

- What is reading?
- What are two types of reading?
- What is the main difference?
- How do you know when you need to move from passive to active?
- How can you ensure active reading?

### Part Two: Process and Practice

The reading process: 3 steps/3 colours (before/during/after)

1. Before	2. During	3. After
<ul style="list-style-type: none"> <li>• establish purpose (background, class discussion, test, research, assigned, suggested)</li> <li>• review context (which course, what topic,)</li> <li>• skim (overview of format: title, abstract, intro, headings, subheadings, visuals, lists, summary, questions, appendix)</li> <li>• scan and highlight (highlight in colour #1: title; main ideas in abstract or intro; main ideas in headings; main idea in summary)</li> </ul>	<ul style="list-style-type: none"> <li>• settle down to read carefully without distraction</li> <li>• decide how much to read at once, allowing for review</li> <li>• pay attention to               <ul style="list-style-type: none"> <li>○ ideas (what concepts are being discussed)</li> <li>○ relationships (reading to course, major and minor ideas to main idea)</li> <li>○ format (titles and headings, sections and paragraphs, bold and italic,</li> <li>○ concentration level (when it wanders, acknowledge and go back)</li> <li>○ speed (too fast/too slow)</li> </ul> </li> <li>• highlight in colour #2: select major ideas (key words) in each paragraph of each section (usually in first sentence)</li> <li>• highlight in colour #3: minor ideas that support major ideas in each paragraph</li> <li>• put numbers in margins if necessary (if bullets or lists are not used)</li> </ul>	<ul style="list-style-type: none"> <li>• do a quick 'memory dump' of section just read; go back to section and check for accuracy and completeness; fill in missing info/concepts in a different colour pen; recite/verbalize missing pieces in context</li> <li>• write up notes</li> <li>• review notes within 24 hours and make a quick memory dump</li> </ul>

## Making Notes

The purpose of notes is to review the information and create a record of it that is accessible and succinct - main ideas, major points, and supporting details.

- Always *scan* the piece before making notes so that you have the “big picture.”
- Put *title* of chapter or article at top of page.
- On top right side, put *course* number, *source* (text, article), and *page* numbers.
- Use a *visual format*, such as outline or two-column notes (point form ONLY)
  - for two-column notes, draw a vertical line about 1/3 across page
  - put headings and main ideas on the right as headings and major ideas as subheadings
  - put minor ideas that support the major ones on the left
- Use *colour coding* as an outline: main ideas, major points, and supporting details.
- *Number* sections of notes based on main headings in chapter or article.
- Use bullets and point form *only* - no sentences copied from the text!
- Don't write down anything you don't really *understand*.
- *Indent* major points under main ideas headings.
- Use *abbreviations* consistently. Put a legend in the margin (P=practice, C=child, F=family, Y=youth).
- Use only one side of the page so that you can line the pages up to see the big picture.