

Sometimes you need to take some notes from texts such as those that appear in textbooks, journals, reports, reference books.

Notes can help you:

- remember something since you can't hold everything in your head
- concentrate since taking notes keeps you active and involved
- highlight key points so that you can refer to them later
- summarise key points of information

Follow the tips for taking notes:

1. Read and think before you write down any information. This will allow you to take notes in your own words, proving that you have understood the information.
2. Don't just copy the text and expect it to make sense later.
3. Decide on the important points by highlighting or underlining them.
4. Decide on a title. This will help you keep track of your notes later.
5. Save time by eliminating articles and using sentence fragments, abbreviations, symbols, and other shortcuts. Avoid word-for-word copying. You will be able to take notes faster if you select just the key words.
6. Decide which information goes together and organise your notes in a logical way.
7. Intend to show subtopics and details, and leave a space to indicate a change of topic. Also, leave enough space so that if you need to insert information later, there's room.
8. Leave a margin, and use it for key words and questions that will help you review later.
9. Re-read your notes from time to time as this will help your learning and processing of the information.