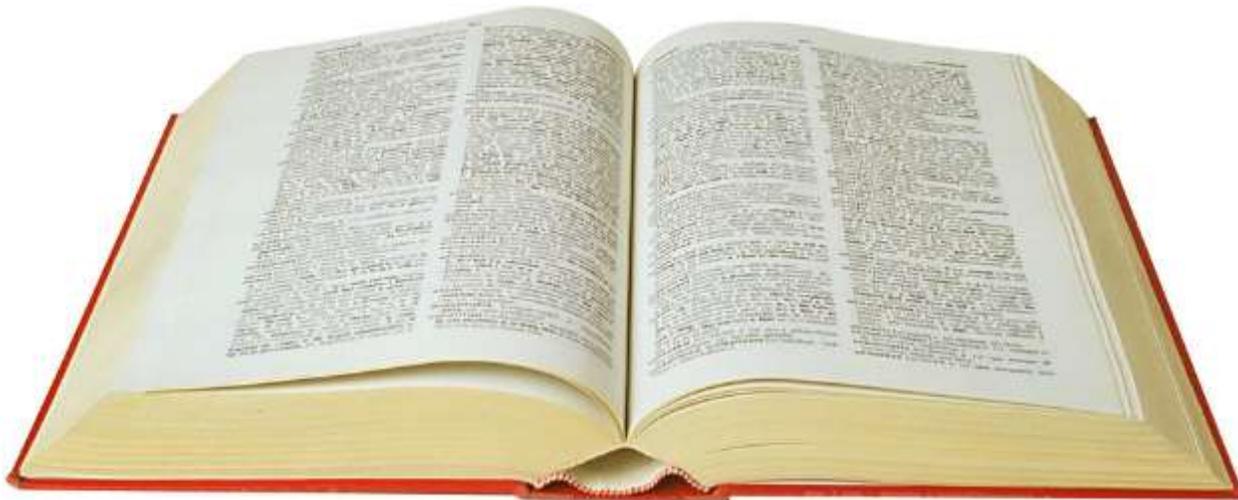


NOTE TAKING FROM TEXT

Key Stage 4



When, in the course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness.

You should have a copy of a text to go with this presentation.



You need to be able to **read complex texts** and take notes of the **essential aspects** of those texts.



Good notes contain:

- Key concepts
- Key words

KEYWORDS



Key Concepts:

Example (History) Who did what, where, when, alongside whom, and why?

Also note the importance of the event

- Event: The Signing of the Magna Carta



- Who: name one or two key people
- What: name one or two key actions
- Where: name the key locationat
- When: key date(s)
- With whom: name key assistant(s)
or key adversaries
- Why: name a key reason
- Important because:

TASK

**Read the text
and note the
key points
opposite!**

- Who: name one or two key people
- What: name one or two key actions
- Where: name the key location
- When: key date(s)
- With whom: name key assistant(s)
or key adversaries
- Why: name a key reason
- Important because:

King John

signed the Magna Carta

Runnymede near Windsor

15.June 1215

the barons of England

to limit the power of the
monarch

it was the first attempt to
protect personal liberties

Key words:

Specialist vocabulary without which you couldn't properly describe the event

You need to be clear about their:

- Meaning
- Spelling



Think about how you intend to structure and present your notes

- Electronically?
- In an exercise book? On file paper?
- Consider headings
- Consider use of colour
- Consider how you will make key words/names/spellings stand out

Improving Reading Comprehension:



Active reading strategies:

- Start with a relatively easy text for this subject, to get the basics. Then work your way up to more sophisticated texts.
- **Monitor comprehension: After a few sentences, look away from the page. Can you repeat what you have just read in a few key words?**
- Guide your reading: Write down key questions which you want to get answered through reading. Jot down notes underneath those headings.

Improving Reading Comprehension:

- Re-read difficult passages. Maybe even out loud. It helps.
- Highlight key words or phrases: If you are using a photocopy, highlight bits to which you want to return later.
- Colour-code whilst you are reading: e.g. one colour for dates, another for key vocabulary. Or one colour for one side of the argument, and one for the other. Remember to jot down a colour key!

- Above all: increase both your active and your passive vocabulary
- Passive vocabulary: words which you understand but would not necessarily use
- Active vocabulary: words which you understand and use



Taking notes from listening (to presentations, or to a teacher talk in class)

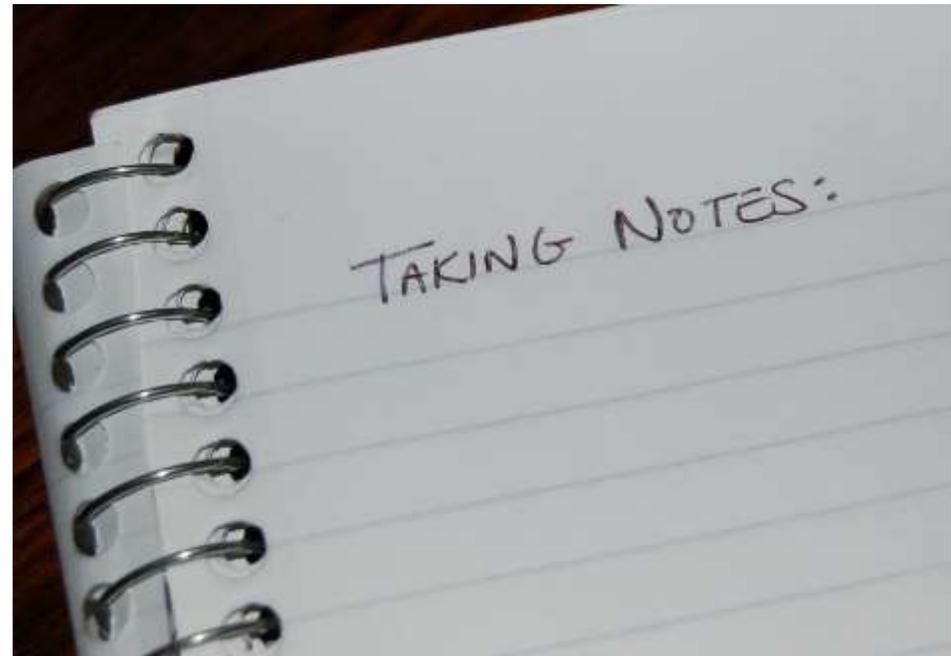
A few general points:

- Hearing and listening are not the same thing
- It is difficult to listen properly whilst doing something else at the same time
- Note-taking can help you focus whilst listening



Preparing to take notes:

- Have sufficient paper, pens etc available
- Put a title and date
- Devise a list of common abbreviations to avoid having to write everything out (see list below)



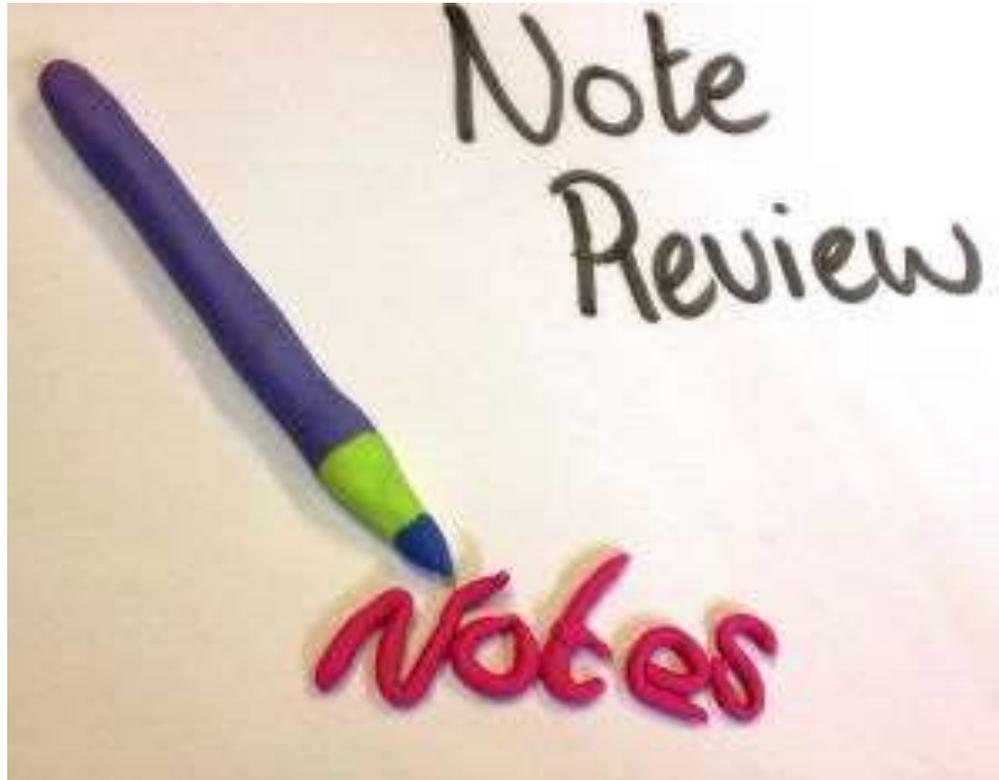


Writing whilst listening:

- Leave space so that you can add things later
- **Leave a wide margin. This is where you indicate that you need to follow something up, perhaps by using a question mark**
- Use numbering, underlining, arrows, plus your abbreviations/symbols

After the lesson:

Go over your notes as soon as possible and make a neat copy



Common abbreviations and symbols for note-taking

&	and
+	plus, and also
=	is the same as
≠	isn't the same as
∴	therefore
∵	because
w/	with
♂	male
♀	female
→	this leads to / conclusion

→	Look at this Material Again
*	File According To Subject Noted
[Use What's Marked in My Own Speaking or Writing Presentation
↑	This Idea Will Take OFF If I look At it

Add your own symbols and abbreviations!