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UHL1422 English for Academic Skills

1.1 Note Taking Strategies

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<http://pbmsk.ump.edu.my/index.php/en/>

1.1 Note Taking Strategies

➤ Aim:

- Able to understand straightforward factual information about common everyday topics.

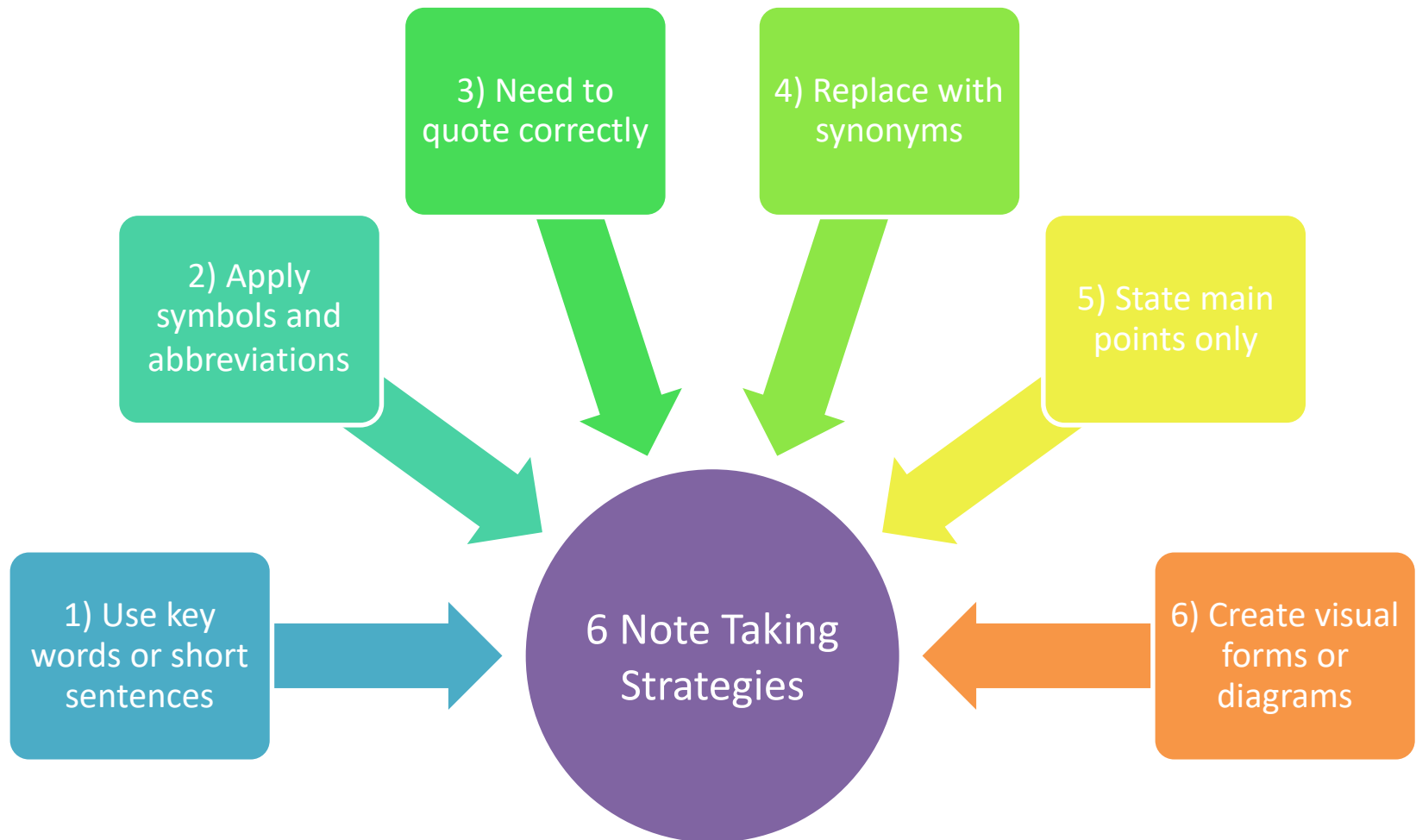
➤ Expected Outcome:

- Able to transfer information from general listening texts to non-linear forms using accurate language.

➤ Other related Information:

- Extensive listening
- Intensive listening

1.1 Note Taking Strategies



1) Use key words or short sentences

- Select key words that represent the information.
- Use nouns or verbs.
- Underline or highlight the key words.
- Include connecting details of the key words in short sentences.

2) Apply symbols and abbreviations

- Substitute words with symbols.

e.g. second = 2nd

and = &

percentage = %

- Use standard abbreviations.

e.g. etc = et cetera

no. = number

diff = different

3) Need to quote correctly

- Attempt for a direct quote which is a copy of author's words.
- Use only a direct quotation for that specific point.
- Try not to change the meaning from its original context.
- Opt for paraphrasing or summarising as well.

4) Replace with synonyms

- Look for appropriate synonym for unfamiliar words.
- Replace it properly in order to maintain its original meaning.

e.g. dubious = doubtful

 enormous = huge

 destitute = poor

5) State main points only

- Concentrate on the main points that are being emphasised repetitively.
- Be alert on the cues or signal words.
e.g. transition words: however, but
phrases: “This is an important concept ...”
- Write the key words, important facts and details.

6) Create visual forms or diagrams

- Summarise the significant points in a visual form of a mind map.
- Present the ideas in different images, colours, words, numbers.
- Create clear diagrams to show links between the ideas.

Conclusion

- Recall and review the notes shortly after recording it.
- Revise the notes for any mistakes (spelling, vocabulary, organisation).
- Condense the notes to be short and straightforward.

References

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