STRATEGIES FOR NOTEMAKING

SKIM	SCAN	HIGHLIGHT
 • Quick glance • Looking for relevant information • Not worrying about overall meaning Purpose: To decide if this is worthwhile and will tell me what I want to know	 • More than a quick glance, less than a solid read • Paying attention to headings and layout Purpose: To get an overview which will help make sense of details	 • Read the paragraph • Go back and highlight keywords • Don't highlight strings of words • Limit the number of words you highlight Purpose: To identify the main points and get to the essence
DOT POINTS	**ABBREVIATIONS**	**GRAPHIC ORGANISER**
 • Brief list of the main points • No unnecessary words • In the order you meet them in the text • Easy to code into categories Purpose: To record the main points from a whole mass of details	 Develop your own set of abbreviations e.g re = about > = leads to	 • Categorise information • Sort out information Purpose: To sort information into easy to find and categorise sequence. Refer to graphic organiser sheet.