

NOTE TAKING AND RESEARCH SKILLS

Study skills in Education

'Every action you take is a vote for the kind of person you wish to become' - James Clear

LEARNING OUTCOMES

To identify the purpose of notetaking

To explore the meaning of reliable research

To develop notetaking and research skills

FEEDBACK ON HOMEWORK

In groups share the information and notes you took in relation to the article you were asked to find

How did you make the notes for this piece of work?

How accurate were they in recording the information from the article?

What are the different strategies that your group have used in taking notes?

WHAT IS RESEARCH?

RESEARCH

- Finding information
- Reading
- Note taking
- Evaluative reading

WHERE CAN WE FIND RELIABLE INFORMATION?

Library

Internet

Online library <http://www.uwtsd.ac.uk/library/>

Journals

Anywhere else?

ACADEMIC RESOURCES

- ☐ Written by experts
- ☐ Focus on a particular field, topic, or discipline
- ☐ Intended for others in that field or career
- ☐ "Proper" language, technical vocabulary
- ☐ No ads
- ☐ RESEARCH ORIENTED

Using your phones/tablets: find two pieces of information about 21st century education (1: reliable, 2:unreliable)

- Where are they from?
- What is the difference between them?
- Give reasons why you think they are reliable/unreliable
- What did you type in order to find the information?

☐ 21st century education is a very broad topic, and trying to research a very broad topic is very difficult.

☐ You need to narrow the topic down to something more specific – you can narrow the topic by asking yourself questions about the topic, such as....

NEED TO NARROW? ASK THESE...

- ❑ What do I find interesting about the topic?
- ❑ What might I find useful to learn?
- ❑ What personal experiences have I had that relate to some aspect of the topic?
- ❑ What misconceptions do people have about the topic that I'd like to clarify?
- ❑ What myths exist about the topic that I'd like to dispel?
- ❑ What would I like to learn more about with regard to this topic?

KEYWORDS

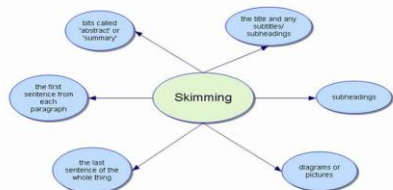
What keywords link with 21st century education

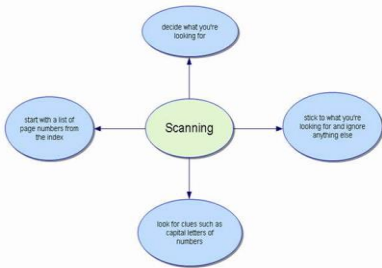
These may be used to widen your search

NOTETAKING FROM RESEARCH

- *What* am I reading?
- *What* am I reading *about*?
- *Why* am I reading?
- *How* am I reading?

READING FOR YOUR DEGREE





NOTE MAKING WHEN READING

What you are looking for	Reading technique	Notes
Facts and specifics	Scanning	Searching text looking for key words and phrases, moving your eye fast and not attempting to take in whole sentences, like using a telephone directory Highlight the desired information. Note the source.
To gain, consolidate or revise overviews, background knowledge, or broad understanding	a) Skimming b) Ladder reading	a) Moving your eye quickly over the text, not necessarily from top left to bottom right, perhaps with a pointer to keep your eye moving at speed; b) Reading subheadings, beginnings and endings of paragraphs and/or sections Forming mental images of the main issues and "big picture", which you might draw, mindmap or otherwise summarise in notes.
To develop a full understanding of principles and details, assessing and evaluating evidence and ideas	Critical in-depth reading	Reading carefully, slowly, and possibly repetitively while raising questions to analyse and interrogate the text: make detailed notes; think critically; requires a high level of concentration

NOTE TAKING IN TAUGHT SESSIONS

What are the do's and don'ts?

NOTE TAKING IN LECTURES

Before the lecture

Get a feel for the subject/topic
Write down any questions you may have
Consider your own opinion
Glance through previous lecture notes

During the lecture

Pay attention
Take notes from headings, questions, sub points
Avoid writing in detail

After the lecture

File your notes
Read through your notes
Discuss the lecture with others



TYPES OF NOTES TO MAKE

What system do you use?
Why?

LINEAR NOTES

Most popular method used
-line by line
Bullets and highlights
Numbers

Problem with linear notes = information looks the same, forget what the notes are about

OTHER WAYS TO MAKE NOTES

Cornell notes – see sheet
Mindmaps/concept maps – see sheet

TOOLS TO HELP YOU

<http://mashable.com/2008/08/19/online-note-taking-applications/#wWGuSyyto8ap>

<http://www.phrasebank.manchester.ac.uk/>

REFERENCES

Burns T & Sinfield S (2012) *Essential Study Skills* 3rd edn. London: Sage. Chpt 8
Cottrell, S. (2013) *The Study Skills Handbook* 4th edn. Basingstoke: Palgrave McMillan
