

Reading academic books and texts is often different to reading a novel or magazine as there are lots more information and ideas on the pages and you may have to read it several times. For effective note taking it is important you understand the material you're reading and write it down in your own words to make it brief and informal. Note: if you copy text directly, you may not fully understand the material and you run the risk of committing *plagiarism* if you were to copy this into straight into your essay or piece of work.

**Note-making Styles**

Standard way:

Standard notes are written in a linear style down the page. To write them well, use numbers and letters to show relationships between points, headings to highlight main topics, bullet points, symbols and abbreviations, page numbers from the item being noted and examples.

Example:

10/07/2005 ← Date

Source

Richard Brennan, "How I learned to stop worrying and study the media", Pulse Magazine

p32 Media studies (MS)

Quotes indicated clearly to avoid plagiarism

- \* Seen as "dross subject"
- \* BUT every student interacts with a variety of media without considering how
  - buying newspapers
  - who controls what's written?

Q: Why doesn't the author do this MS?

Media Ownership

- \* Naomi Chomsky & Edward Herman call this a key concept needed to understand why media disseminates certain info.

Symbols and abbreviations

- \* e.g. if you buy Sun, NOTW, Times you're buying paper owned by R. Murdoch
- i.e. T. Blair will print stories damaging M's interests
- So, filtered, biased version of news
- \* e.g. given, cited Greg Palast, "The Best Democracy Money Can Buy"

Signs to identify key points

- \* T. Blair's govt. opposed M's News International Group changes to competition & union organization law in exchange for positive tabloid coverage
- \* as is, careers & shareholders set agenda
- \* e.g. anti Europe prices if that's our view

(Diagram taken from the University of Sussex online library 'Skills Hub': <http://www.sussex.ac.uk/skillshub/index.php?id=305>)

Mind mapping:

Another note making style is mind mapping which is a more visual way of writing and presenting the main points and ideas you want to use.

Example:

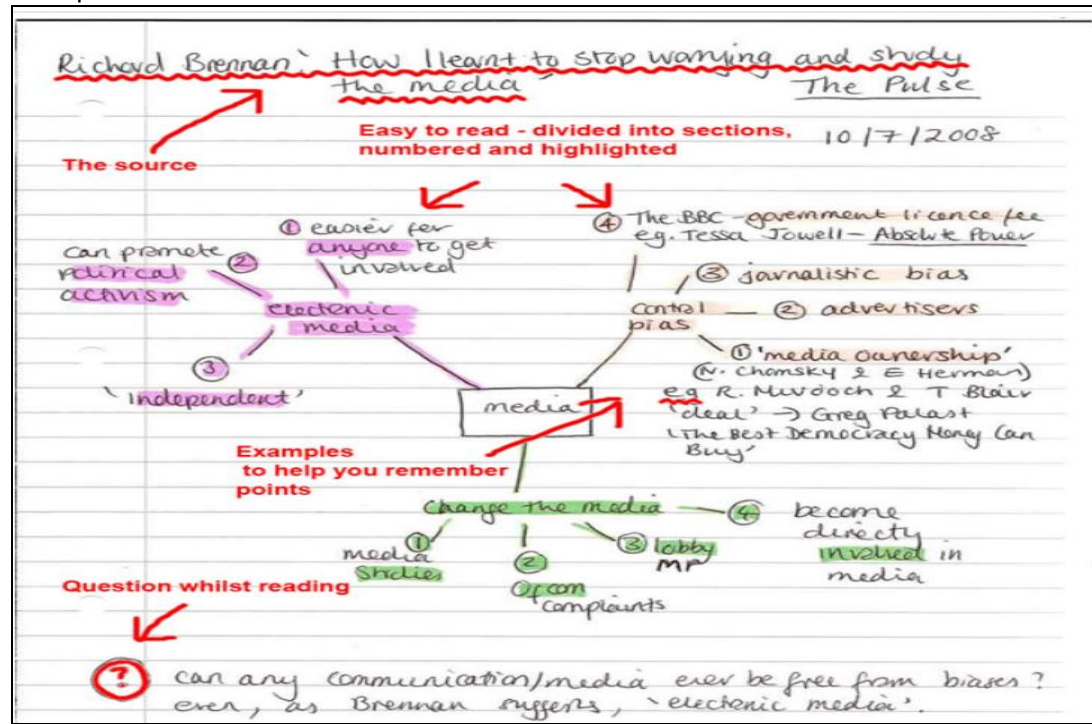


Diagram taken from the University of Sussex online library 'Skills Hub': <http://www.sussex.ac.uk/skillshub/index.php?id=305>

Another style could also be to mix the standard and mind mapping examples, perhaps writing down questions on one side in the page margin and your main notes next to them. Also you could try using different colours to make your points and notes stand out. Use the style which works best for you and mix things up!

Symbols which are useful for your note-making:

Symbol	Meaning	Symbol	Meaning
&	and	id.	that is, that means
+	plus, in addition to	etc.	and the rest
>	greater than/more than/better than	NB	important, note this
<	smaller than/lesser than/worse than	p.	page (plural: pp.)
∴	therefore	para.	paragraph
∵	because	chp.	chapter
↑	increases/increased/rising	ed.	edition
↓	decreases/decreased/falling	C17	17th century
→	leads to/produces/causes	no.	Number
e.g.	for example	vol.	Volume

Remember: always note the material source for your end references.