

READING AND NOTETAKING

Practice task: three types of note taking

PURPOSE OF TASK: To give you an opportunity to try out different methods of notetaking, and to decide which is the best one for you.

THE TASK

1. Choose a short chapter from one of the texts recommended for your course.
2. Read the chapter.
3. Make three sets of notes on it, using these methods (click on the links to the information sheets for an example of each method):
 - prose [[link](#) to An example of prose notes info sheet]
 - keyword [[link](#) to An example of keyword notes info sheet]
 - mind map [[link](#) to An example of a mind map info sheet]

HINT! Do your prose notes first; condense them down to keyword notes; and then condense your keyword notes down to a mind map.

4. Think about which method of notetaking you prefer when reading. You may find that you prefer to use a combination of methods; for example, prose notes to start with, then summarising them in keyword notes or a mind map.