



## Note Taking

Effective note taking requires two skills:

- The ability to discern information by type - ie fact or fiction, or to determine what is important or irrelevant. It is also appropriate to discuss the ideas of 'biased' and 'unbiased'.
- The ability to retain and reproduce information, meaning and context in an abbreviated way.

### FACT AND OPINION

- A fact is something that can be verified and backed up with evidence.
- An opinion is based on a belief or view.

**Categorising information is a very complex mental process. It is not something that can be taught in one activity.**

- Underlining and highlighting is an obvious way of obtaining relevant information.
- Pupils can also use subheadings and topic sentences from texts.
- Similarly when pupils are using their notes to write reports they should be able to use main headings and paragraph topics as guides.
- It is also important to reiterate that their report should be in their words! (Penalties for plagiarism are high!)

*More information and activities can be found in the library resource centre -*

*"Research Wise" by Naomi Roche, Pages 26 - 31*

*"The Really Helpful Research Book", Rob Cottrell, pages 28 & 29*