

③ Teacher resource: note-taking strategies

As we all know, 'note taking' is a valuable skill for students to acquire. Not only does it involve the recording of information, but also the structuring of information can improve recall and understanding. Notes help students capture the ideas from what they hear, see or read so that they can use them later.

Some useful strategies for students

- Don't copy every word.
- Filter the information.
- Concentrate on key ideas. Some students may develop useful shorthand or codes.
- Classify the information; for example content (concepts and facts), references, illustrations.
- Organise the information by using a plan.
- Keep a note of the source and page references.

Strategies for helping develop note-taking skills

1 Dictagloss

Its purpose is to introduce key words to students when listening to a spoken text and provides an authentic opportunity for cooperative learning.

2 Choose a suitable text

- > Divide the students into groups.
- > Ask students to write down the key words as the text is read.
- > Have students work in cooperative groups to reconstruct the text.

3 Dot and jot

- > Students make a dot (•) and jot down one point, idea or fact. They should try to keep to one line per point and not use sentences, as they are writing only notes. Have the students practise by giving them a question and suggesting two or three sources to use.
- > They combine their notes from each source to write a paragraph.
- > Resource 4. Student resource sheet: note taking – dot and jot follows.