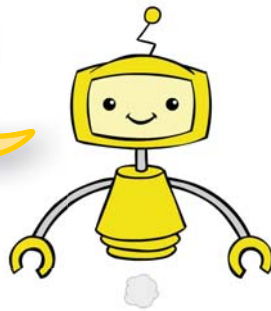


Note-taking skills

Peter's geography class is learning about World Heritage sites. His teacher has assigned readings on a place Peter knows well, Fraser Island. Let's help Peter take notes on the assigned readings and gather information for his presentation on dingo safety.



LINKS TO:

Stage 2, Module 14

Learning Object 4: I'm going fishing

PRIOR LEARNING:

Stage 2

Module 2 Work Sheet 6: *Making new friends*



Why take notes?

1

Students and researchers need to take effective notes. You might take notes when studying for exams, preparing for a class, or while doing research for an assignment. Your goal is to take notes that will be useful when it is time to write your assignment.

When researching for an assignment, you should consult more than one resource; it is important to keep track of all the information you find, as well as where it comes from. Therefore, you should include in your notes details of all the reference material you consult, so that you can cite them in your assignment.

You've already learnt about reading for a purpose (in Module 10, Work Sheet 2, *Skimming a sports page*). Taking notes is a more active form of reading and is used when your goals are:

- to recognise and make notes of the main ideas in a resource
- to identify and record relevant information
- to use an effective system of taking notes
- to reduce information to point form
- to use your own words
- to record sources.

Note-taking skills

2

Good preparation and planning, and the use of some simple note-taking tools, will help you take effective notes.

Planning and preparation

To take good notes, you will need a note book and some coloured pens.

- It is a good idea to take notes in a book rather than on loose paper so that your notes don't get messed up or lost!
- Coloured pens or highlighters are useful for visually breaking up your notes.

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Note-taking tools

When taking notes, you will usually write down information in point form, except where you record a direct quotation from a resource. The goal of taking notes is to obtain a brief record of the information from a resource, so it is also useful to learn some common abbreviations and note-taking symbols. For example:

Symbols

=	<i>sama dengan</i>	equals
≠	<i>tidak sama</i>	isn't equal to
≡	<i>sama dengan</i>	equivalent of
&	<i>dan</i>	and
+	<i>tambah / juga</i>	plus/as well
<	<i>kurang dari</i>	less than
>	<i>lebih dari</i>	greater than or more than
∴	<i>oleh karena itu</i>	therefore
∵	<i>karena</i>	because
↗	<i>naik / meningkat</i>	rise or increase
↘	<i>turun / berkurang</i>	fall or decrease
→	<i>mengakibatkan</i>	leads to/causes/produces
@	<i>di</i>	at

Abbreviations

c.	<i>kira-kira / rata-rata</i>	around/approximately (abbreviation of 'circa')
dll.	<i>dan lain-lain</i>	et cetera
dst.	<i>dan seterusnya</i>	and so on
dsb.	<i>dan sebagainya</i>	and other things
mis.	<i>misalnya</i>	for example
n.b.	<i>nota bene</i>	'take note' or 'note well'
s/d	<i>sampai dengan</i>	including
yg.	<i>yang</i>	which / that
min.	<i>minimum</i>	minimum
max.	<i>maksimum</i>	maximum
dgn.	<i>dengan</i>	with
tnp.	<i>tanpa</i>	without
hal.	<i>halaman</i>	page
utk.	<i>untuk</i>	for
dlm.	<i>dalam</i>	in

Referencing

One of the most important things you need to do when keeping notes is ensure that you keep a record of the bibliographic details. This is the information you will need to provide if you cite a resource when writing your assignment, whether you quote directly from the source, paraphrase some information, or include copies of tables, maps or other images.

Plagiarism

Keeping track of your references is important because it helps you to avoid plagiarism. Plagiarism is the use of someone else's ideas or words as if they are your own.

The most obvious form of plagiarism is when someone uses another person's words without acknowledging the source, but it is also plagiarism to use someone else's ideas without acknowledging their work.

Plagiarism is illegal. If you plagiarise in an assignment, you could get marked down, failed or asked to resubmit your work. If you plagiarise someone else's work in a published document, such as a book or article, you could be sued by the original author.

So, how do you make sure you don't plagiarise? You must keep good notes, and be careful to acknowledge other authors when you are quoting, summarising or paraphrasing their work. To acknowledge other authors you need to use a referencing system.

Referencing systems

There are various systems for referencing, but each of them requires that you keep the same kinds of information about a resource.

The examples included in this block are in one specific style. Your teacher or school may prefer that you use a different referencing style.

If the **resource is a book** you will need to record the author, date of publication, title, the publisher and the city of publication.

➔ For example:

Glen, Caroline. 2010. *Fraser Island Dingo and other poems*. Publicious Self Publishing, Brisbane.

If the **resource is an article** in a journal, magazine or newspaper you will need to record the author, date of publication, title, title of the journal or newspaper, the issue number of the publication, and the page numbers of the article.

➔ For example:

McGrath, Chris 01/06/2001. "The Fraser Island dingo case". *Environmental and planning law journal*, 18, p. 269.

If the **resource is a website** you will need to record the author or organisation name, title of web page, title of website (where it's different to the web page title), date accessed and the web address.

➔ For example:

Tourism Australia, 'Fraser Island'. *Tourism Australia*, Accessed 11 October, 2010
<<http://www.australia.com/explore/icons/fraser-island.aspx>>

All of your references are then put together in a **list of references** at the end of your essay, assignment, or presentation. The references should be listed in alphabetical order by author surname.

Note:

When you want to quote from one of your sources in the body of your essay, you use footnotes, or a short form of reference called an in-text reference. An in-text reference includes only the author surname or organisation name, the year of publication, and the page or paragraph number (for a website).

➔ For example:

"Fraser Island lies just off the east coast of Australia" (UNESCO, 2010, ¶1)*

*The paragraph mark ¶, also known as the pilcrow, is used to denominate individual paragraphs in a block of text.

Laying out your notes page

When you go back to your notes after you've finished doing your research, you want to be able to easily and quickly find the notes you are looking for, distinguish between your own comments or thoughts and those you've collected, and quote correctly from the resource.

Designing your note-taking page to make sure all of these things are possible is simple! Have a look at the note-taking page below:

Date: [the date you are taking the notes]

Source/details: [Where did you find the resource? The school library, online, or in your home library? How many pages does the resource have? Does it have an ISBN?]

Bibliographic details: [To quote from a source you will need to have the full bibliographic details. These vary according to the type of resource]

Keywords	Notes	Comments
<p>Putting keywords in this column helps you quickly scan pages of notes to find what you are looking for.</p> <p>If you are taking notes from a book, you could also use this column to keep track of which chapter the notes relate to.</p>	<p>Your notes should go here — in the largest space on the page.</p> <p>Remember to use dot points, abbreviations and symbols wherever you can to keep your notes short!</p> <p>If you think you may wish to use a <i>direct quotation</i> from the resource, write out the quotation in a different-coloured pen, or inside single quotation marks ('x'), and remember to write down the page the quotation is from!</p> <p>Similarly, if you paraphrase from your source, you need to keep careful notes to make sure you don't accidentally plagiarise the author's work. Paraphrasing is a form of <i>indirect quotation</i>. You might like to use a special symbol at the beginning of any indirect quotes in your notes, or highlight them. As with direct quotations, you will want to keep track of the page or section where the information was found.</p>	<p>Placing your own comments in a separate column helps you do several things:</p> <p>Summarise your own thinking</p> <p>Keep a record of follow-up questions or research ideas</p> <p>Clearly distinguish between your own thoughts and those of the resource's author.</p>

Let's have a closer look at some of these strategies before you move on to trying them out for yourself!

Here's a copy of some text Peter's teacher has assigned him as part of their study on Fraser Island.

Pulau Fraser yang mengagumkan, sebuah pengalaman unik di daerah yang belum terjamah manusia

Pulau Fraser, yang berlokasi sedikit di luar pantai selatan Queensland, membentang sepanjang lebih dari 123 kilometer dan selebar 22 kilometer di titik terlebarnya. Dengan area seluas 184.000 hektar, tempat itu merupakan pulau pasir terbesar di dunia dan daerah yang sangat luar biasa keindahan alamnya. Dalam daftar Warisan Dunia, pulau Fraser sama kedudukannya dengan Uluru, Kakadu dan Great Barrier Reef sebagai daerah yang mempunyai arti penting secara nasional. Pulau Fraser adalah sebuah bagian penting dari warisan alam

dan budaya Australia; daerah itu dilindungi supaya dapat dihargai dan dinikmati oleh semua.

Pulau Fraser memiliki lebih dari 100 danau air tawar. Tempat itu juga merupakan rumah bagi spesies dingo yang belum tercampur, sementara banyak spesies lain juga menyumbang pada lingkungan pulau yang unik ini.

Pulau Fraser menawarkan banyak kesempatan bagi pengunjung untuk menjelajah dan menikmati lingkungan yang mengagumkan ini. Dengan kegiatan seperti berkendara 4WD, menjelajah hutan, berkemah, memancing dan melihat ikan paus, ragam yang tersedia cukup banyak untuk memuaskan semua pengunjung.

Peter needs to take some notes on this reading. Let's have a look at his first page of notes and see if you can identify which strategies Peter is using.

Tanggal: 15 April 2011
 Sumber: Artikel dari FraserIsland.com
 Rincian bibliografi: Gerbet, L. 'Fraser Island'. FraserIsland.com, diakses 15 April, 2011

Kata kunci	Catatan	Komentar
Pulau pasir	<ul style="list-style-type: none"> Pulau pasir terbesar di dunia dengan luas 184.000 hektar 	Pulau pasir lainnya?
Lokasinya	<ul style="list-style-type: none"> Di lepas pantai selatan Queensland 	
Panjang, lebar dan luasnya	<ul style="list-style-type: none"> Membentang sepanjang lebih dari 123 kilometer dan selebar 22 kilometer di titik terlebarnya dengan luas wilayah 184.000 hektar 	
Pentingnya	<ul style="list-style-type: none"> Sama penting dengan Kakadu, Uluru dan Great Barrier Reef dan termasuk Warisan Dunia 	Apa artinya Warisan Dunia?
Ciri-ciri lainnya	<ul style="list-style-type: none"> Lebih dari 100 danau air tawar 	
Margasatwa	<ul style="list-style-type: none"> Rumah bagi spesies dingo yang paling murni dan banyak spesies lainnya 	Spesies apa lagi?
Kegiatan-kegiatan	<ul style="list-style-type: none"> Menawarkan banyak kegiatan bagi pengunjung termasuk: berkendara 4WD, menjelajah hutan, memancing, melihat ikan paus 	

Exercise 1

Peter's teacher has asked the class to do some research about the dingoes on Fraser Island. She has given the students the following handout which she has adapted from the source below.

Take some notes from the resource using the strategies learnt in this lesson.

Dingo: sebuah spesies Australia yang dilindungi

Dingo di pulau Fraser adalah spesies yang paling murni di Australia dan dilindungi karena merupakan spesies yang penting secara nasional. Melihat dingo di pulau Fraser adalah suatu hal yang luar biasa karena pengunjung bisa memperhatikan mereka dalam sebuah lingkungan yang keadaannya paling mirip keadaan alami lingkungan mereka. Usaha pelestarian berusaha untuk menjaga dingo liar di pulau Fraser agar jumlahnya tidak berkurang. Itu berarti mereka dibiarkan bebas berkeliaran, berburu dan hidup seperti binatang liar, bukan sebagai binatang piaraan yang tergantung pada pemberian makanan dari orang-orang yang berkemah atau pun pengunjung pulau itu.

Pengunjung ke pulau Fraser harus ingat bahwa dingo adalah binatang buas yang liar yang tidak boleh dikacaukan dengan atau diperlakukan seperti binatang piaraan di rumah. Dengan mengikuti beberapa petunjuk aturan keselamatan, pengunjung bisa membantu melindungi diri mereka sendiri dan melindungi spesies Australia yang bermakna penting ini.



Source: Photograph by Sam Fraser-Smith, used with permission

Sumber: Bert Handler. *Dingo*. Brisbane. Home Studies Press, 2009, hal.10.

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Tanggal:

Sumber:

Rincian bibliografi:

Kata kunci	Catatan	Komentar

