Module: Note-Taking and Paraphrasing Skills: Summary

1. When writing your reports:
   - Avoid excessive copying of information
   - Seek to **understand** the material
   - **Reword** or **paraphrase** the contents

2. Practise skimming, scanning, note-taking and paraphrasing to avoid excessive copying of information

3. When writing your reports:
   - A **quick read** of a document
   - To determine the **gist** of the document or main idea
   - Tips on skimming:

   Tip #1:
   - Speed read and do not read for comprehension
   - Do not read word-for-word

   Tip #2:
   - Read the title, subtitle and subheading to find out what the document is about

   Tip #3:
   - Look at the first and last paragraphs
   - These sections provide you with the gist of the article. Writers provide an introduction in the first paragraph and summarise their thoughts in the last paragraphs

4. Scanning:
   - Look for specific information or answers to questions
   - Tips on scanning:

   Tip #1:
   - Think about a pre-determined idea, keyword or fact you want to locate

Tip #2:
- – Do not read every word
- – Search text quickly for the pre-determined idea

Tip #3:
- – Look out for diagrams, graphs, charts, statistics and also headings and titles

5. Note-Taking:
- After you have skimmed and scanned documents for the information you want, you should take down the main points that are relevant
- Tips on note-taking:

  Tip #1: Use note-taking tools
  - – Pen and paper or note cards
  - – Type it in an electronic document

  Tip #2: Use print-friendly version
  - – less distractions like links and graphics

  Tip #3: Record the essential elements of the document

  - – **For printed material:**
    Author, title, date of publication and publisher

  - – **For online material:**
    Website address, date of publication, title of webpage and author

6. Paraphrasing involves:
- **Understanding** the main points
- **Re-writing** in your own words to suit your context

7. Remember: You still have to cite your sources after paraphrasing