



Australian
National
University

Reading and Notetaking Strategies

ANU Academic Skills

ACADEMIC SKILLS WRITING CENTRE

**We're here
for you
throughout
your
degree.**



PEER WRITERS

10-15 minute
drop ins



WRITING COACHES

30 minute
booked
appointments



LEARNING ADVISERS

45 minute
booked
appointments



LET'S SPEAK ENGLISH!

Join fun conversation
groups, make new friends
and meet local students! All
ANU students welcome.

Weeks 1-12

Marie Reay Teaching
Centre



1-2pm Mon-Fri
Room 5.02



5-6pm Mon
Room 5.05



ANU
ACADEMIC
SKILLS

anu.edu.au/english





Missed some of our OWeek talks?

**ENROL IN OUR WATTLE SITE:
ACADEMIC SKILLS
ORIENTATION 2020**

for key resources and a recap of all of
our talks.



Read with a
purpose

Have a strategy

Engage!

Types of reading at ANU

- Weekly course reading
- Background reading
- Focused research reading
- Reading for pleasure

PURPOSE

Why am I reading this?

What information do I need?

How much time and energy is it worth?

Always have a question!

High achieving students	Low achieving students
take notes as they read	don't take notes as they read
use readings to learn and understand	use readings only to make an output product
have a strategy for organising and using their resources	don't know what to do with the readings—frantically search for something that might fit
spend a lot of time planning	don't plan, just start composing

PURPOSE – Why am I reading this? What information do I need? How much time and energy is it worth?

1. Search

2. Skim

3. Select

4. Study

PURPOSE – Why am I reading this? What information do I need? How much time and energy is it worth?

1. Search

How is the article laid out?
What are the sections?

2. Skim

What are the key ideas in the abstract, key words, intro, headings, topic sentences?

3. Select

Which sections or paragraphs are relevant to me?

4. Study

Closely read the relevant parts and take notes

Reading for an essay

Can place ever be considered neutral or natural, or, are all places, instead, political? Use relevant theory to support your answer.

- How is 'place' defined?
- How might place be considered neutral, natural, and/or political?
- What theories are relevant?
- What could be my answer?

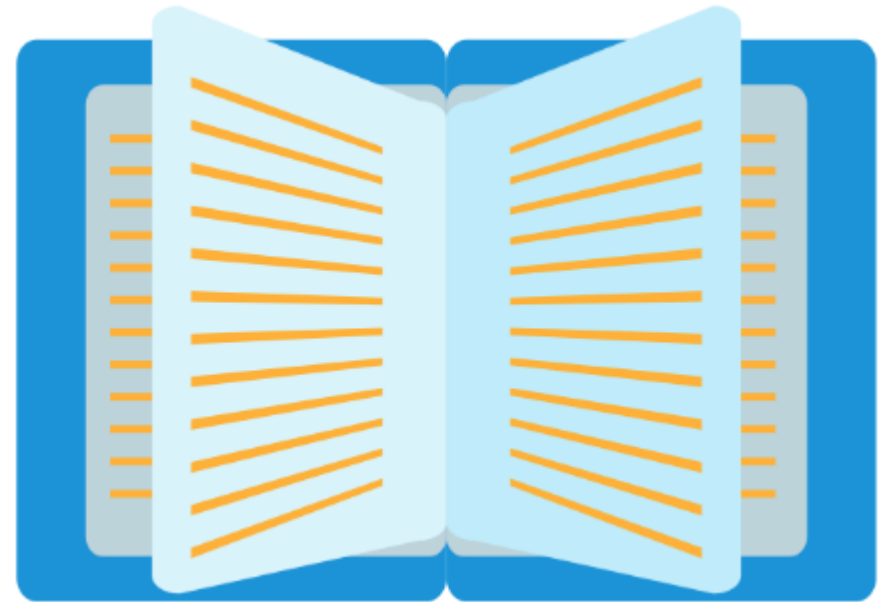
PURPOSE – Why am I reading this? What information do I need? How much time and energy is it worth?

1. Search

How is the article laid out? What are the sections?

Activity 1: Search out the structure

- Quickly look at the way the article is structured
- Does this give you an idea of what the article is about?



Can place ever be considered neutral or natural, or, are all places, instead, political? Use relevant theory to support your answer.

PURPOSE – Why am I reading this? What information do I need? How much time and energy is it worth?

2. Skim

What are the key ideas in the abstract, key words, intro, headings, topic sentences?

Activity 2: Skim the text

- Skim the key sections (read the **abstract, introduction, topic sentences**, and **conclusion**)
- Can you identify the author's argument?
- Will it help you to answer the essay question?



Can place ever be considered neutral or natural, or, are all places, instead, political? Use relevant theory to support your answer.

PURPOSE – Why am I reading this? What information do I need? How much time and energy is it worth?

3. Select

Which sections or paragraphs are relevant to me?

Activity 3: Select the text

- Which sections are relevant to the essay question?
- Questions to consider:
 - How is 'place' defined?
 - Is place neutral, natural, and/or political?
 - What theories are relevant?
 - What could be my answer?



Can place ever be considered neutral or natural, or, are all places, instead, political? Use relevant theory to support your answer.

PURPOSE – Why am I reading this? What information do I need? How much time and energy is it worth?

4. Study

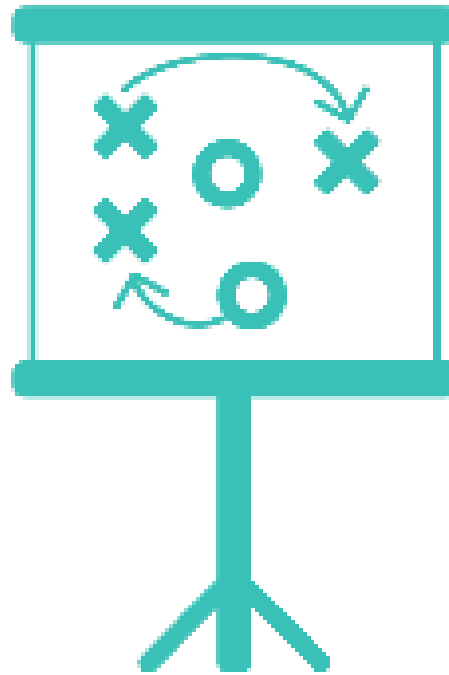
Closely read the relevant parts and take notes

Read actively: engage!

- Question the text
 - Where is the argument going?
 - Why does the author say this?
 - Do I agree? Why/why not?
 - What do I need to find out next?
- Take notes



Note-taking ideas



Cue column – your ideas

Notes column – authors' key points

Summary section

Notes column – authors' key points

Aim

- What are the author/s aims?
- What is the research question?

Argument

- What are the author/s arguing?
- What is their answer to the question?

Main
points

- What points support their argument?
- What are their main reasons?

Evidence

- What evidence have they used to support their argument?

Cue column – your ideas

- Strengths and weaknesses?
- How valid are the research methods?
- How strong/compelling is the evidence?
- How logical is the argument and subsequent conclusion?
- How does this fit in to other research in the field?

Notes column – authors' key points

Aim	<ul style="list-style-type: none">• What are the author/s aims?• What is the research question?
Argument	<ul style="list-style-type: none">• What are the author/s arguing?• What is their answer to the question?
Main points	<ul style="list-style-type: none">• What points support their argument?• What are their main reasons?
Evidence	<ul style="list-style-type: none">• What evidence have they used to support their argument?

Cue column – your ideas

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Main points	<ul style="list-style-type: none">• What points support their argument?• What are their main reasons?
Evidence	<ul style="list-style-type: none">• What evidence have they used to support their argument?

Summarise how the argument and ideas and apply to your critical analysis

Adapted Cornell Method

October 3

Cue Column

Pg. 127

MASLOW

Self-actualization

Esteem

Social

Security

Physiological

Pg. 122

Why do some believe in Theory X and others Theory Y?

Types of Leadership Theory

Motivational Theories -
- Explain how human relation affect motivation.

Note-Taking Area

Maslow's Hierarchy of needs (motivational theory)

1. Physiological Needs - survival, food, shelter
2. Security Needs - stability and protection
3. Social Needs - friendship and companions
4. Esteem Needs - status and recognition
5. Self-Actualization - self-fulfillment

* Developed By Abraham Maslow
* Must meet lower needs first.

Theory X - holds that people are naturally irresponsible.

Theory Y - holds that people are naturally self-motivated and responsible.


* Developed by Douglas McGregor
* What type of leader you are is determined by which theory you believe in.

Summary Area

Motivational theories explain how and why people are motivated. 2 motivational theories are Maslow's hierarchy of needs and Theory X and Y

"The process whereby social life [dominant social relations] is converted to a natural reality" (Eagleton 1991, xvii)

Sound familiar?



Eg we take commerce for granted

Times Square - epitome of capitalism

Ideology - things we take for granted

Capitalism is an ideology *

Epitome of capitalism

IDEOLOGY

Naturalisation of Social Processes & Relations

- Ideology with big 'I': overall process
- ideology with small 'i': specific content which changes.


What examples of ideology can you think of? How do they illustrate an overall process, i.e. Ideology?

Eg. ~~capitalism~~

we are brought up within ideologies

Eg - capitalism, religion, heteronormativity

The work of ideology is to smooth over real contradictions in social life.



How was slavery allowed to happen? (Ideology of racial discrimination)

What are the contradictions in capitalism?

Enforced through schools, politics, religion, spatial arrangements

Equality ideals

inequality in reality

Not everyone can earn enough money

That is, because we take ideologies for granted, we don't see/question their assumptions

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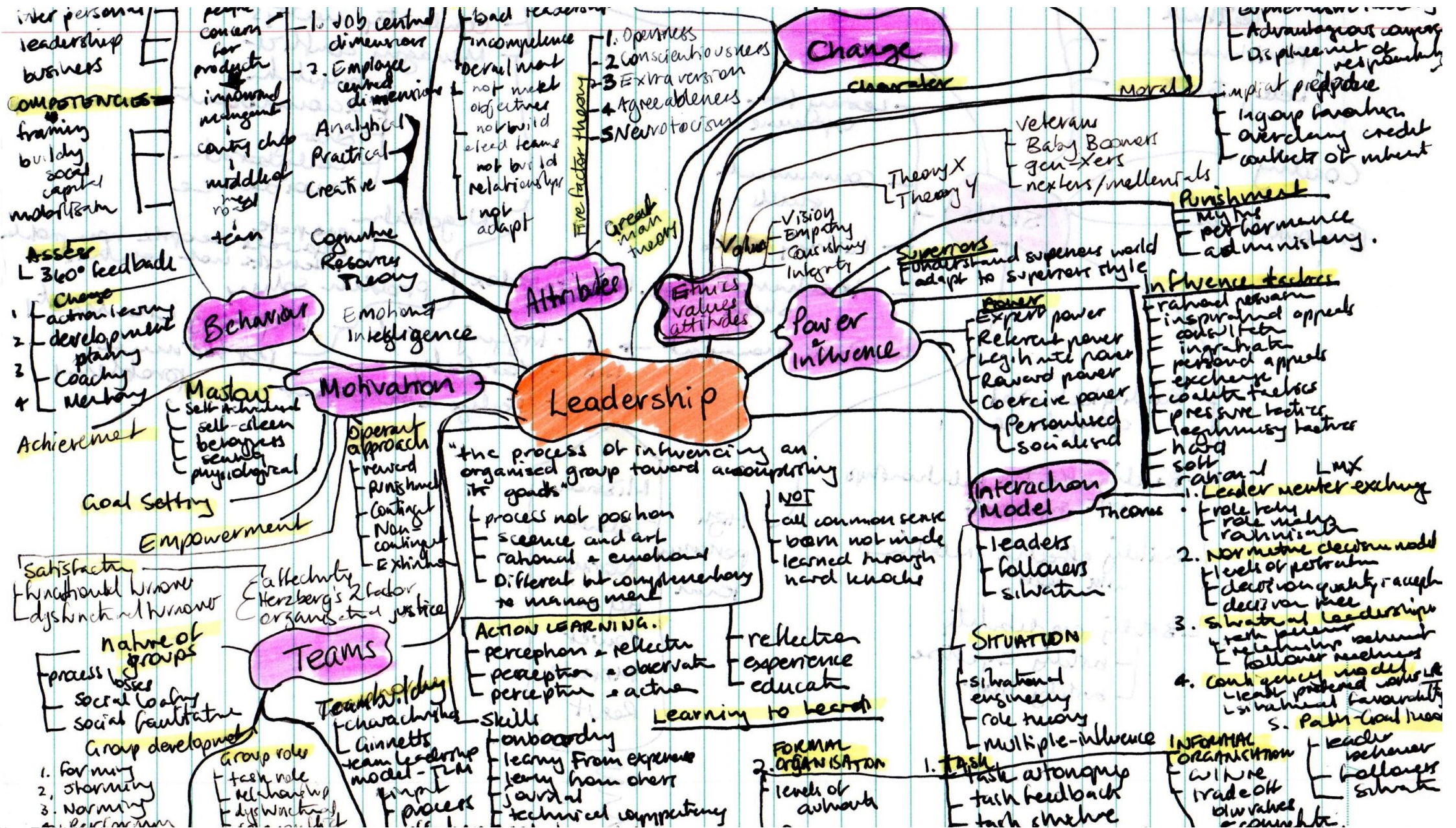
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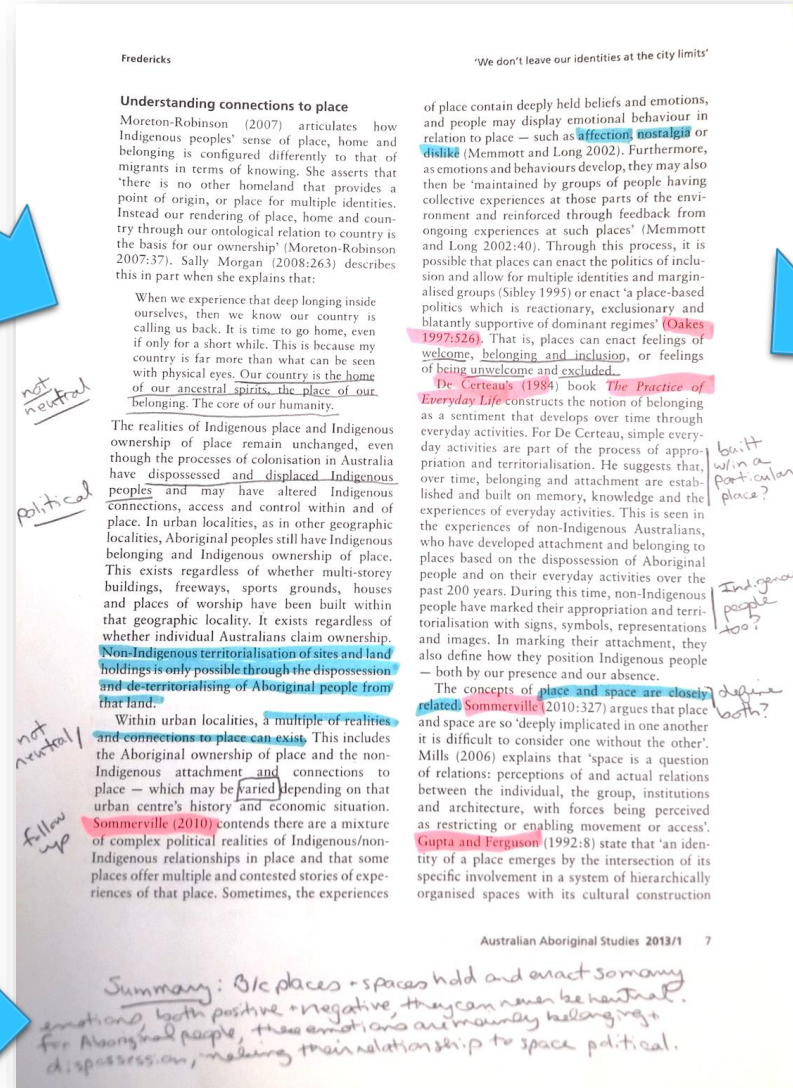
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Notes: Mark key points/ideas/themes/theories/theorists

Highlight, underline, circle, whatever!

Use bottom and top margins for **summary section** and longer notes.



Cue column: for comments/definitions /connections/items to follow up.

These note-taking strategies can work in other academic contexts as well:

- Note taking helps you to develop your understanding of course concepts
- To gather ideas for discussions in tutorials
- To prepare summaries for exam revision

Methods - format

- Write by hand?
- Electronic?
- Notetaking software?
- Which one?



Weekly notes

- Lecture notes
- Tutorial exercises
- Readings
- Assessments

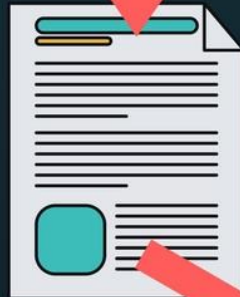
Topic summary sheet

- Terms
- Themes
- Theories
- Theorists

Course summary sheet

- Systematic, schematic overview
- Retrieval system to work backwards

Topic 1



Topic 2



Topic 3



Activity 4: Study the text

- Pick one section from the previous activity
- Read it closely and take notes
- When you have finished, share your ideas with your neighbour
- Do you notice similarities / differences in your note-taking approach?



My summary of the author's argument

"Fredericks (2013) presents the idea that because our relationships to places and spaces are varied and multiple, they can never be neutral. Fredericks explains that for Aboriginal people, experiences of place mostly focus on inclusion and exclusion, making their relationship to space particularly political."

Can place ever be considered neutral or natural, or, are all places, instead, political? Use relevant theory to support your answer.

My summary of relevant theory

"Fredericks (2013, pp. 7-8) uses De Certeau's theory of everyday practices to argue that people's use and ideas about space and place are deeply political. De Certeau (1984) focuses on ...

I need to look up more about De Certeau, and examples from outside Australia."

Can place ever be considered neutral or natural, or, are all places, instead, political? Use relevant theory to support your answer.

My summary of the author's argument about the case studies

"Fredericks (2013, pp. 8-13) uses examples from Brisbane and Melbourne to argue that place is always political. For example, Fredericks draws attention to a variety of symbols, artwork and signage that display contesting notions of ownership over space.

Can place ever be considered neutral or natural, or, are all places, instead, political? Use relevant theory to support your answer.

My summary of how I might use the author's argument

"This is a very relevant source for my essay. I agree with Fredericks' (2013) idea that because our relationships to places and spaces are varied and multiple, they can never be neutral. Fredericks explains that for Aboriginal people, experiences of place mostly focus on inclusion and exclusion, making their relationship to space particularly political. Fredericks uses examples from Brisbane and Melbourne, and I think similar ideas might be worth examining for Canberra."

Can place ever be considered neutral or natural, or, are all places, instead, political? Use relevant theory to support your answer.

Reading and note-taking strategies

- Refine your reading and note-taking skills throughout your degree.
- Experiment, see what works best for you
- Related workshops:
 - Time Management
 - Using Sources

