

ENGLISH FOR ACADEMIC COMMUNICATION
ULAB1112

Note- Making Skills

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Why Take Notes?

- Records important details from our reading
- Helps us remember what we read
 - Main points
- Useful for revision
- Aids concentration & understanding
- Helps us write better and prevent **plagiarism**

What is Plagiarism?

- Plagiarism is copying other people's work without acknowledging the author
 - Presenting other people's writing/ idea as your own
 - Taking credit for other's work
- Plagiarism is a crime
 - You can be charged for plagiarizing
- In order to avoid plagiarism you need to paraphrase.

Paraphrasing

- Paraphrasing is writing another person's idea in your own words without changing its original meaning
- There are two steps of paraphrasing
 - Replacing words/ phrases
 - Modifying the structure of a sentence
- Both steps must be done to avoid plagiarism

Replacing Words

- Different words can be used to replace certain words in a sentence
- Word class that are normally changed are:
 - Adjectives, verbs and adverbs.

❖ Tennis is a challenging game especially for beginners who are new to the sport.

❖ Tennis is a difficult sport particularly for amateurs who are unfamiliar with it.

Replacing Phrases

- Phrases can also be substituted to paraphrase a sentence

❖ The restaurant was too crowded when Adam was trying to look for the wallet he dropped on the way out.

❖ The restaurant was packed when Adam was trying to search the wallet he dropped at the exit.

Modifying Sentence Structure

- Besides changing words and phrases, paraphrasing also requires us to change the sentence structure.
- Two simple ways to modify sentence structures:
 - 1) **Phrase reversal**
 - (Reverse the order of the phrase)
 - 2) **Active- passive voice**
 - (Change the active voice into passive voice)

Phrase Reversal

-EXAMPLE 1-

- ❖ We have to drink sufficient amount of water daily to maintain a good level of health.
- ❖ To maintain a good level of health, we have to drink sufficient amount of water daily.

-EXAMPLE 2-

- ❖ Salma was sleepy in class because she did not get enough sleep since she studied all night for a test.
- ❖ Since she studied all night for a test, Salma did not get enough sleep so she was sleepy in class.

Active- Passive Voice

- Active voice can be changed into passive voice by using this formula:

subject + auxiliary verb (be) + main verb (past participle)

ACTIVE

We need to exercise regularly to manage our health and control our weight.

PASSIVE

To manage our health and control our weight, regular exercise is needed.

Changing Active to Passive

ACTIVE

Scientists have recently discovered a new species of plant that could be a cure for dengue.

PASSIVE

A new species of plant that could be a cure for dengue was recently discovered by scientists.

ACTIVE

Many passionate animal rights activists are protesting against animal testing.

PASSIVE

The issue of animal testing is being protested by many passionate animal rights activists.

Steps in Note-Making

- 1) Read carefully focusing on the key points
- 2) Highlight the key points of the topic
- 3) Rewrite the key points in your own words
- 4) Paraphrase- change structure & words
- 5) Write notes in a suitable note form
- 6) Check your paraphrased notes to :
(make sure it is written in your own words but retains its original meaning)

Note Forms

- There are different types of notes for note making

Outline

Table

Mind map

Timeline

Flow chart

Tree diagram

- Each type of notes has its own function
- Different texts require different note formats

Outline

- Notes presented in a **linear style** (Chronological)
- Contains **headings, sub-headings & examples**
- Uses **keywords** and symbols
- Organizes material effectively.
- Neat.

Examples of Outline Note Structures

Topic

- 1) Subtopic 1
 - a) Point 1
 - b) Point 2
 - c) Point 3
- 2) Subtopic 2
 - a) Point 1
 - b) Point 2
 - c) Point 3

Heading

- A. Subheading 1
 - i. Supporting Detail 1
 - ii. Supporting Detail 2
 - iii. Supporting Detail 3
- B. Subheading 2
 - i. Supporting Detail 1
 - ii. Supporting Detail 2
 - iii. Supporting Detail 3

Table

- Classify ideas into different categories
- Separate ideas into different columns and rows
- Information in tables should be short but clear
- Useful to compare and summarize information
- Not suitable for cause and effect

Examples of Tabulated Notes

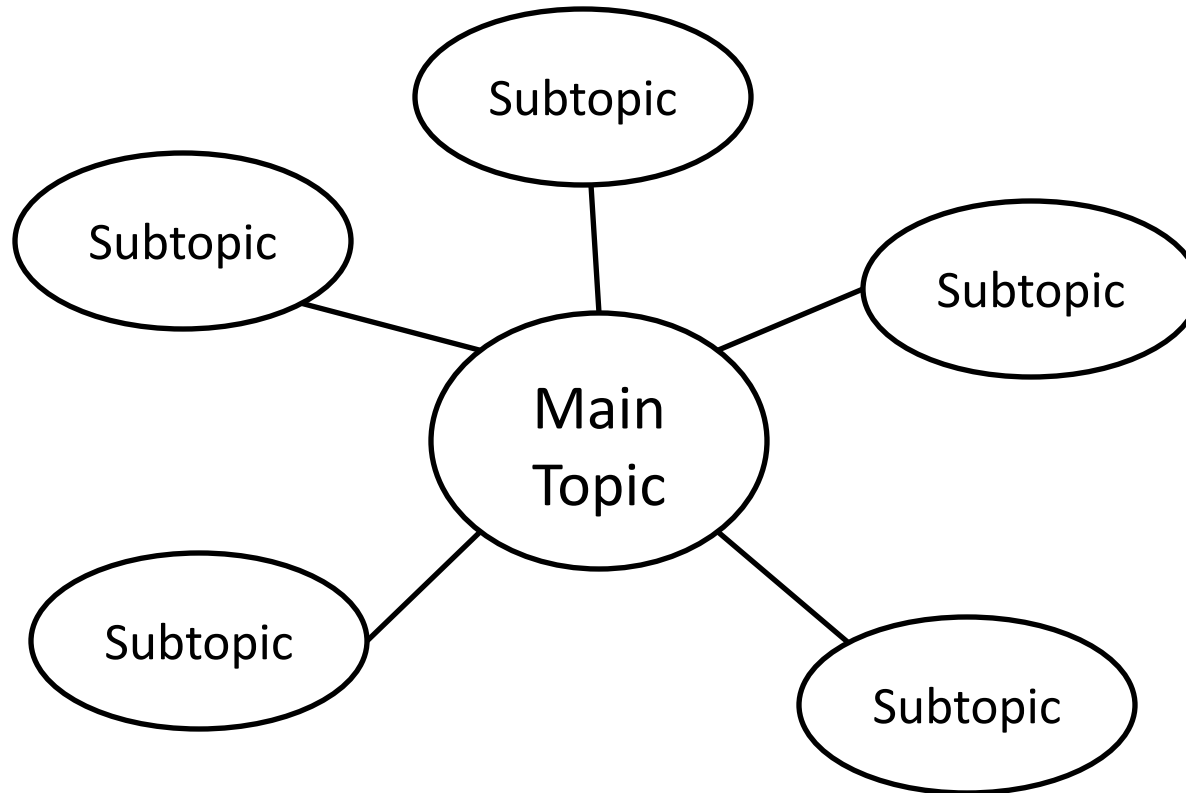
CATEGORY	CATEGORY
Point -Details	Point -Details

Computer Threats	Effects
Viruses	Display annoying messages Cause computer shut down
Trojans	Steal passwords Control the computer
Spams	Use up email capacity Try to steal personal information

Mind map

- Use images, colours, symbols, arrows and capital letters to convey meaning
- It shows relationship between concepts
 - Highlight important points.
- A mind map starts in the middle of the page with some key word or core idea
- Sub-ideas are branched out in all directions
- lines symbolize the relations between ideas.
- Suitable for recording ideas during brainstorming

Structure of a Mind Map

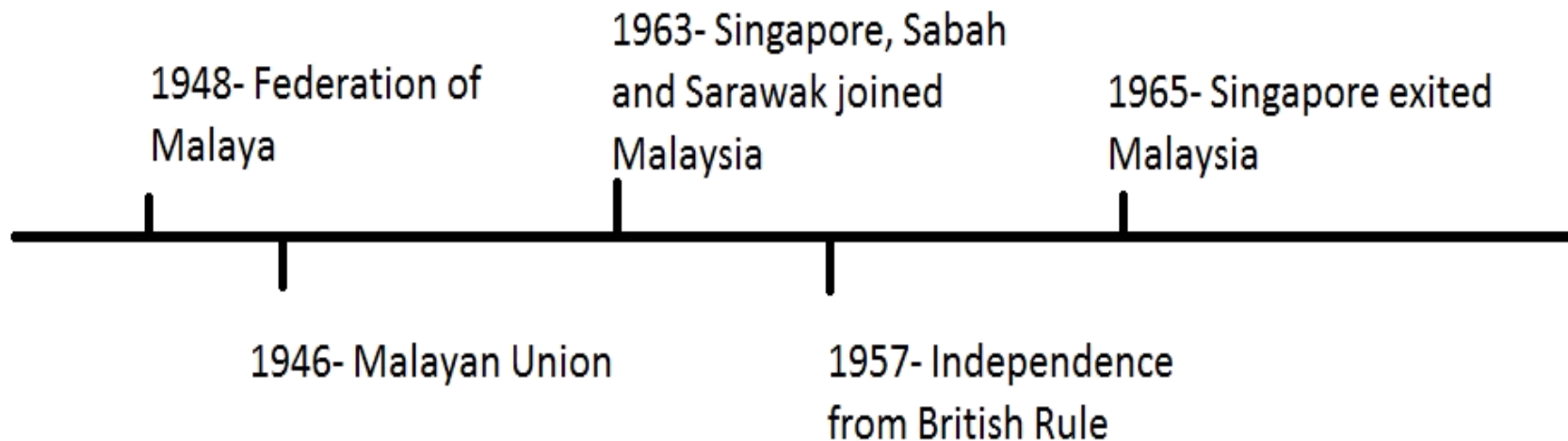


Timeline

- Contains **date** and information on **events**
- Used for notes on events that happen in a **sequence** over a period of time
- Shows information in a **logical way**
- Displays **possible relationships** between events
- Help readers identify important events in a process.

Example of a Timeline

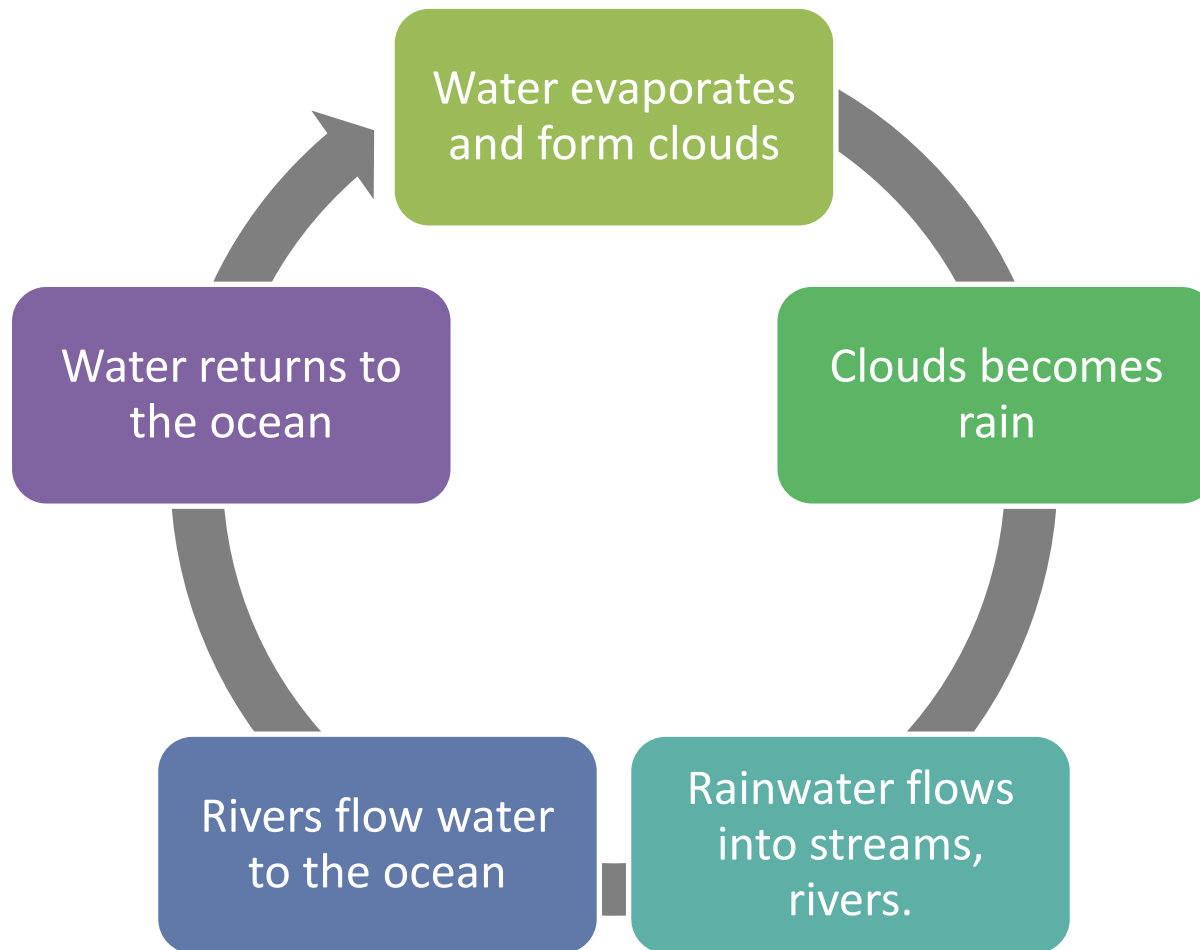
Brief History of Malaysia



Flow chart

- Represents information that comes in a series of **process**
- Steps in a process are shown with **symbolic shapes**,
- The flow of the process is **indicated with arrows** connecting the symbols.
- Represents relationships that are linked by time.

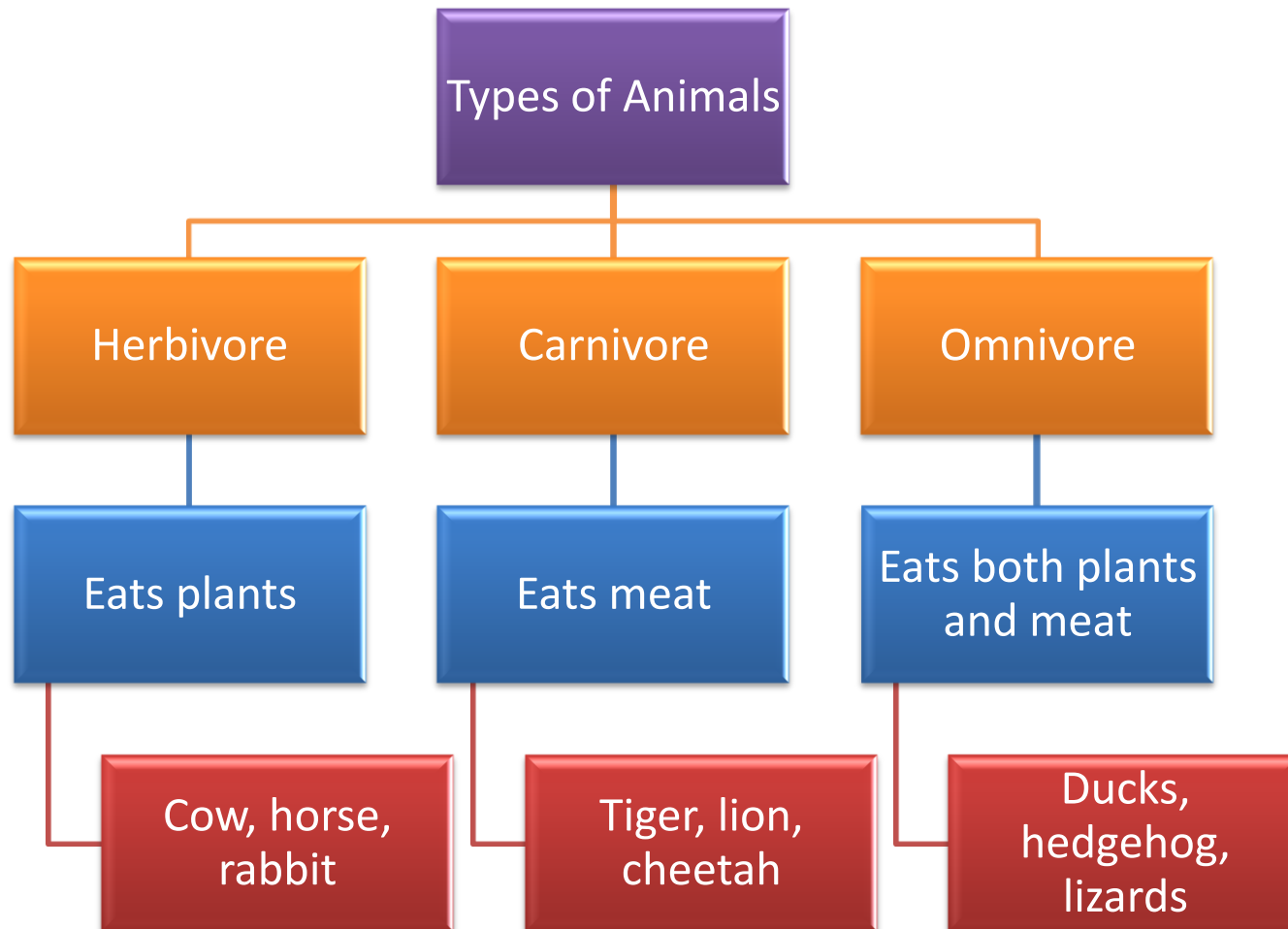
Example of a Flowchart



Tree diagram

- A tree diagram looks like a tree as it branches out symmetrically.
- Suitable for ideas that comes in a hierarchy
- Contains categories and sub- categories
- A good tree diagram shows clearly how each part relates to another.

Example of a Tree Diagram



Bibliography

- Azian Abdul Aziz et.al. (2006). *English for Academic Communication*. Kuala Lumpur, Malaysia: Mc Graw Hill.