

# Effective Note-taking: Summarising & Paraphrasing

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# OUTLINE

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- **What do we mean by effective note-taking?**
- **Strategies for note-taking**
- **Two types of note-taking**
- **Paraphrasing**
- **Summarising**

# Taking Notes

- Take notes on **relevant** points and passages while **reading** sources.
- **Record** new keywords and ideas that may be **useful** for your research.



Use **note cards** or **digital tools** to annotate and organise your notes.

Keep notes **separate** from **draft files** to prevent mixing content.



Citation:

Grynbaum, Michael. "Health Panel Approves Restriction on Sale of Large Sugary Drinks." *The New York Times*. 13 Sept. 2012. [www.nytimes.com/2012/09/14/nyregion/health-board-approves-bloombergs-soda-ban.html](http://www.nytimes.com/2012/09/14/nyregion/health-board-approves-bloombergs-soda-ban.html).

Thoughts: (See notes below for suggestions.)

300 yearly deaths from obesity are a lot of deaths. How many more if banning soft drinks would reduce those deaths? Have they done any studies? If people stop drinking soft drinks, will they just replace those calories with other calories? How much control do we want to give the government over our health choices?

On the other hand, the government—which is taxing us—has to foot the bill for many health care costs of citizens, so perhaps we should have more say in people's choices—especially when they are making poor choices.

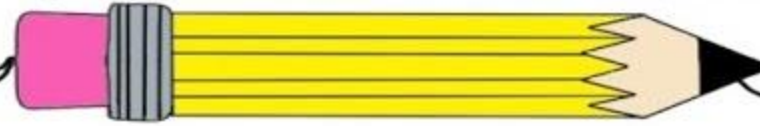
Summary of Evidence: To fight obesity the New York City Board of Health voted to ban the sale of large soft drinks. Some groups funded by the soft drink industry think the board is ignoring people's opinions. A poll showed that 60% of New Yorkers are against the idea. The health board wants to help New Yorkers avoid diseases that go along with diabetes.

Supporting Direct Quote: "More than half of adult New Yorkers are obese or overweight, according to the city's health department, which said it believed 5,000 New Yorkers died every year as a result of health problems related to obesity."

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Keyword: Pro/Con of Ban

# Note Taking



Your notes are for **YOU!** That means you should be able to read and understand them so you can use them.

Here's how to do it:

- ✎ Write clearly—in print or cursive, whichever you can read best.
- ✎ Use bullet points or numbers to separate facts.
- ✎ Write notes in your own words. **DO NOT PLAGIARIZE.**
- ✎ Write notes so that you can understand them. Don't write words or phrases if you don't know what they mean.
- ✎ Write "fact fragments," not complete sentences. Include enough information so you know what each fragment means.



# PARAPHRASING VS SUMMARISING

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- Paraphrasing and summarising are normally used together in essay/research writing, but
- Summarising aims to **reduce** information to a suitable length,
- paraphrasing attempts to **restate** the relevant information with a relatively similar number of words.

# Paraphrasing

- Paraphrasing means **changing** the wording of a text so that it is **significantly different** from the original source, **without changing the meaning**.
- Effective paraphrasing is a key academic skill. It is necessary to **avoid the risk of plagiarism** because it demonstrates your understanding of a source.


# EFFECTIVE PARAPHRASING

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an adequate paraphrase usually:

- has a **different structure** from the original text
- has mainly **different vocabulary**
- **retains** the same meaning
- **keeps** some phrases from the original that are in everyday use
- e.g. 'industrial revolution' or 'eighteenth century'

# TECHNIQUES FOR PARAPHRASING

- (a) **Changing vocabulary by using synonyms:** argues > claims/ mention > state/ economise > saving
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- (b) **Changing word class:** explanation (n.) > explain (v.) / mechanical (adj.) > mechanise
  - (v.) / profitable (adj.) > profitability (n.)
  - (c) **Changing word order:**
  - ... the best explanation for the British location of the industrial revolution is found by studying demand factors. >
  - A focus on demand may help explain the UK origin of the Industrial Revolution.
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# SUMMARISING

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- In academic writing, summarising is a **vital** skill, allowing the writer to **condense** lengthy sources into a concise form. Like most skills, it becomes easier with practice,



Summary

A short version of something  
the main points in a concise  
ulation or compendi

# Summarizing

- Summarising involves **condensing/reducing** the main ideas of the original text into a shorter version.
- The summary is significantly **shorter** than the original text and includes only the key points or main ideas.
- It is used to **provide an overview** of the source material without going into detail.
- Summarising also requires **citing the source to credit** the ideas to the original author.



Summarising is a **flexible** tool. You can use it to give a **one-sentence synopsis of an article**, or to provide much more detail, **depending on your writing needs**. But in every case, the same basic steps need to be followed to meet the criteria discussed above.

## Summarizing

Getting to the Point



# STAGES OF SUMMARISING

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- **Read** the original text carefully and **check** any new or challenging vocabulary.
- **Mark** the key points by **underlining** or **highlighting**.
- **Make notes** of the key points, paraphrasing where possible.
- **Write** the summary from your notes, re-organising the structure if needed.
- **Check** the summary to ensure it is **accurate** and nothing important has been **changed** or **lost**.