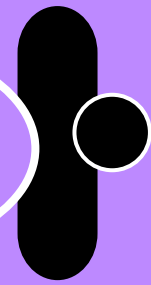


Reading & Notetaking Strategies



Have you ever read through someone online and then moments later wondered what you read, but when you read something on paper you seem to remember it better? Don't worry you are not alone. Research has shown that when students read online, they comprehend less. Reading in print is described as a linear experience, whereas reading digitally is non-linear. Linear means that your experience is in some way limited and you interact with the text in specific ways i.e. it's you and the words. Non-linear is more like a 'stream of consciousness'; meaning the ability to expand beyond the written text through hyperlinks or your own quick searching, causing a feeling of fragmentation.

Let's discuss reading first, look at some strategies and then chat about independently researching those questions you have after reading your programme's content. I am very aware that this is a lot of reading – take it slowly.

READING SKILLS

There are different reading skills that we use to read and we need to use the correct skill for different reasons.

Skimming: Reading quickly to get the gist of the text. When you skim read you get the main ideas and it is a good skill when you preview the text to decide if it is worth reading. It's like how you might read the movie reviews, or job postings on Seek. You look at the headings, the graphics, bold words and bullet points.

Scanning: Think of how a supermarket scanner works. It scans the whole side of the muesli box until it locates the barcode and then reads the barcode fully. This is scanning – it's when you read the text quickly until you locate the information you need to read in more depth. It's like how you might look up a definition of a word in the old paper dictionary.

Reading for detail: This is just like how you read a book. You read carefully and deeply, connecting details to the main theme or previous details. Maybe not quite every word, but actually nearly everything taking it all in.

HINT:

Don't always feel you need to go to *Reading for detail* straight away because you have content in front of you.

READING STRATEGIES (& Note taking)

THOUGHT

The skills required for successful online reading are: the ability to formulate appropriate questions, locate reliable information, and evaluate, synthesise and communicate that information.

Ref: Readwritethink [LINK](#)

Here are some reading strategies for you to try and experiment with. Remember new strategies take time to master. Don't give up after the first few times. Try it for at least 2 weeks and then reflect on what is working and what is not to adjust and adapt. It's not a new year's resolution, it's a commitment to yourself that builds lifelong skills.

|° Why – What – How

This is something to do before you start reading. If you can answer these questions, then open your study and start. If you are struggling to answer them, it means it is time to decide on a better course of action. That might mean a quick walk to reenergise yourself, or rescheduling your study block time to when you have the mental capacity. [LINK](#)

WHY	<p style="text-align: center;">Why am I reading this section?</p> <p>Does it help with my assessment? Does it grow my knowledge? Is it going to confirm something I already know? Have I got experience or knowledge on this to utilise? Does it help with my assessment, and how?</p>
WHAT	<p style="text-align: center;">What does this text give me?</p> <p>Does it give me confidence in my knowledge? Does it give me a challenge? Will it open my eyes to something new and therefore I will need to really focus and do more investigation after reading?</p>
HOW	<p style="text-align: center;">How will I approach this reading?</p> <p>What strategies will I use? What method of notetaking will I use? How am I going to remember the content?</p>

|° KWL chart

Before reading, look at the title and consider what you already know about this topic. Try and get more than five bullet points. I am sure you know a lot. OR skim-read the section and note down the main points (headings, bolded words, graphic titles). Now, before you start reading, from those **KNOW** points, what questions do you have, what do you **WONDER** about the topic and hope that you will find the answers when you start reading? Try and get at least three questions.

Topic: Web Design Principles		
What I KNOW	What I WONDER	What I LEARNT
Point 1	Question 1	
Point 2	Question 2	
Point 3	Question 3	
Point 4		
Point 5		

After you have finished reading that section. Take a 10 – 20 minute break and do something else (fold the washing, go for a walk, make a cup of tea and sit in the sunshine, just don't occupy your mind with something). When you come back, write in the third column, **LEARNT**, the things you remember from your reading. Then check your **WONDER** column, were any of your questions answered? If any questions were not answered, these are the springboards to go and do further investigation.

|° Note taking chart – pencil/paper or a techno tool (maybe OneNote)

While you read or listen, consider making notes to use as a review strategy. Physically writing helps with memory for some people. There are plenty of ways to take notes but consider how effective your way is.

Try this: Divide the paper in three. While reading make notes in the first column. You could copy the words exactly, or just paraphrase the ideas. Then from that list make a list of the key points, and the key ideas from what you have read.

OR...

Divide the paper in three. Quickly skim-read the section and write the main topics in the first column. At this point, you could build in the KWL chart as a side line strategy. While you read the section with more detailed focus, you make notes in the second column. Then continue as stated above.

|° Scroll, don't click out

Manage the desire to click hyperlinks or open a new tab to explore something. Once you click out of the text you are immersed in, you have fragmented yourself. Just highlight it, or bookmark the section, or make a note as something to return to after you finish reading.

|° Assistive technology.

Use the immerse reading assistive technology tool to support reading comprehension.

|° SQ3R Method [LINK](#)

Great for moving from small details to larger ideas. Similar to the above strategies that will springboard you into further research on the topic.

S	Survey	Scan to get the gist of the text.
Q	Question	Write the questions that you want answered
3R	Read	Read in detail and take notes.
	Recite	Rewrite to form a summary that you would tell someone about.
	Review	Re-read and compare to the questions – have they been answered? Re-read and compare to your summary – have you missed anything?

|° Use AI to summarise

I've tested this by asking AI to 1 *Summarise the paragraphs* and then 2 *Simplify the language in the summary*. There are positives and negatives to doing this. The positives are that the summary can be compared to your summary, and it made some of the complex words understandable. It also made me feel like this was easy and I understood the text i.e. I "got" the ideas. The negatives are actually that AI is not as good as you and that you still need to do some critical thinking. The simplification became too simple that it wasn't quite right. SUGGESTION: use it with consideration and caution.

INDEPENDENT RESEARCHING

This is the time that you open the second tab in your browser and start your exploration into finding the answers to questions that were raised while you read. It may be because what you read spurred you into investigating something more in depth because of your interest. It may be because you really want to put more time into understanding confirming or developing the skills that were covered in the content.

Before you open up the door and get lost down the Alice in Wonderland rabbit hole. There are a few things you need to prepare. Below summarises what was covered in this [LINK](#) – and yes you can click out now 😊

- ✓ Decide on the question you want before reading. This will help you manage the tabs, the exploration and the time.
- ✓ Decide if the source is credible, reliable and not just Aunt Daisy's blog rehashing someone else's blog.
- ✓ Once you have located something that looks useful
 - Skim read to see if the info will help answer your question
 - Scan read to get to the specific section that answers your question
 - Skim read to check if other section

✓ Keep track of your sources. Great suggestion in the page that is linked. Consider doing this in your OneNote you are using for note taking.

RESOURCE CORNER

The below links all carry the similar message to above. The reason why the links are here is because sometimes someone saying the same idea but in a different way, resonates stronger than the first way it is said. Another is because the variations in the same idea might suit you better.

A really good academic article with focus on the what and the hows of reading at tertiary level.	LINK
University of Auckland's advice – use the side menu for more info	LINK
University YouTube video links	LINK
	LINK