



Highlighting and Notetaking – Year 9





Highlighting

Why should we highlight?

- **To turn a large body of text into a shorter summary**
- **To identify key words and main ideas from the text**
- **To filter out what you don't really need in order to answer a question or just understand the text**
- **To help you read through a text for meaning**



How to highlight - 4 Steps

1. Read through the text first
2. Reread and begin to highlight main ideas and any supporting details – these should link in with a question, if you have one. Don't just highlight EVERYTHING!
3. Only highlight what you feel are the important facts or the key vocabulary
4. After you've highlighted look at what you've done – can you write a summary paragraph?



Highlighting

- **Read the text and highlight details that you think are relevant to help answer the question below.**
- **What impressions does James Cracknell give of what it is like to take part in the race?**

Notetaking - techniques

There are loads of different ways of taking notes – pick the one that suits you.

1. Create a Mind Map or a Spider Diagram
2. Use bullet points
3. Index cards and Post Its
4. Points written/annotated in the margin
5. Using abbreviations



Family, a hobby, a sports team, your weekend, school etc.

Can you take notes?

1. Choose a method of taking notes to suit you.
2. While your partner talks about a subject they know well, take notes.
3. When they stop, check your notes. Can you now write a paragraph summarising what they've talked about?