



Note Taking

It is important because

- Only the key points are written down
- You can keep up with the lesson
- It helps you to concentrate
- It helps you to learn the key points



Note Taking

It can be done in a number of different ways:

1. Bullet points
2. Spider diagrams
3. Flash cards
4. Labelled diagrams
5. Mind mapping

Use bullet points to take notes

COFFEE AND ITS PROCESSING The coffee plant, an evergreen shrub or small tree of African origin, begins to produce fruit 3 or 4 years after being planted. The fruit is hand-gathered when it is fully ripe and a reddish purple in colour.

The ripened fruits of the coffee shrubs are processed where they are produced to separate the coffee seeds from their covering and from the pulp. Two different techniques are in use: a wet process and a dry process. *The wet process* First the fresh fruit is pulped by a pulping machine. Some pulp still clings to the coffee, however, and this residue is removed by fermentation in tanks.

The few remaining traces of pulp are then removed by washing. The coffee seeds are then dried to a moisture content of about 12 per cent either by exposure to the sun or by hot-air driers. If dried in the sun, they must be turned by hand several times a day for even drying. *The dry process* In the dry process the fruits are immediately placed to dry either in the sun or in hot-air driers. Considerably more time and equipment is needed for drying than in the wet process. When the fruits have been dried to a water content of about 12 per cent the seeds are mechanically freed from their coverings.