

Statement of participation

Richard Hill

has completed the free course including any mandatory tests for:

Reading and note taking – preparation for study

This 12-hour free course explored techniques for reading according to the type of material being studied, and for successful note taking.

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www.open.edu/openlearn

This statement does not imply the award of credit points nor the conferment of a University Qualification.
This statement confirms that this free course and all mandatory tests were passed by the learner.

Please go to the course on OpenLearn for full details:

<https://www.open.edu/openlearn/society-politics-law/sociology/reading-and-note-taking-preparation-study/content-section-0>

COURSE CODE: DD100121_1

Reading and note taking – preparation for study

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Course summary

Reading and note taking are two essential study skills. How do you read? This free course, Reading and note taking preparation for study, will introduce you to different techniques to help you to alter the way you read according to the type of material you are studying. You will also learn the techniques behind successful note taking and how to apply them to your own notes.

Learning outcomes

By completing this course, the learner should be able to:

- recognise some of the skills which are particularly associated with the way social scientists work
- describe some basic techniques relating to reading, for example, highlighting, note-taking and the processing
- write in your own words using references and quoting sources.

Completed study

The learner has completed the following:

Section 1

Introduction

Section 2

Reading and note taking

Section 3

Purposeful reading

Section 4

Strange words, long sentences and lost meanings

Section 5

Taking the point: identifying key ideas

Section 6

Keeping it short: jottings, abbreviations and symbols

Section 7

Extracting a summary

Section 8

Reading and thinking

Section 9

Making the ideas your own

Section 10

Conclusion