

READING AND NOTE-TAKING METHODS

Reading Methods	Purpose and Method	Notes on Readings
1. Reading for an overview - A prerequisite for later reading	You read to get a general idea of the text: <ul style="list-style-type: none"> You review the text. You read only the title, chapter and section headings, preface, table of contents and the conclusion to discover how the reading is divided up and how difficult and useful it is. 	Orienting Notes (see below)
2. Skimming - A "superficial", unfocused reading method	You read to orient yourself on the content (amount, nature and level) and form (presentation and language): <ul style="list-style-type: none"> You read quickly and superficially. You move your eyes quickly down the pages. You find only important words rather than read entire sentences. You want to gain an overview of the content and the main ideas of the text or find passages in the text that you would like to read more closely. 	Orienting Notes These do not go in-depth, but rather provide a description or characterization of the text with general information about its: <ul style="list-style-type: none"> Main idea Contents Purpose Structure Level These notes are used for selecting literature later.
3. Normal reading - The required readings on the syllabus and other readings that require you to have a good understanding of	You read to understand and abstract the content and meaning of the text. You read everything in order to grasp: <ul style="list-style-type: none"> The message The whole The line of thought 	Notes on required readings These are general notes on the whole text that are used to learn and understand the topic. The purpose is to be able to retell the literature in an exam and/or to get an overview with a view to more selective reading later.

the subject matter	<ul style="list-style-type: none"> • The unifying principle • The argumentation • The structure • The main issue • The results 	<p>Usually you note:</p> <ul style="list-style-type: none"> • The main thesis • The conclusions • The documentation for the thesis and conclusions • The outline
4. Thorough, intensive reading	<p>You read to learn in detail.</p> <ul style="list-style-type: none"> • You read "word for word" in order to learn about the content, to find specific, practical information, to memorize and to reproduce shades of meaning. 	Notes on required readings (see above)
5. Selective reading - Is to a greater extent controlled by a purpose outside the text itself	<p>You read to find particular information.</p> <p>You read specific parts of the text or read the text through a particular lens, i.e. from a particular viewpoint - for example, for a specific assignment.</p>	<p>Notes for assignments</p> <p>These notes are targeted and selective.</p> <p>They are most useful when you have formulated a problem, so as to better target your reading.</p> <p>It is possible to pose questions in advance that you think the assignment should answer, and then read and take notes based on the questions.</p> <p>When taking notes for assignments, you usually:</p> <ul style="list-style-type: none"> • Ask the text questions • Write the text's answers to the questions • Identify the underlying argumentation and documentation • Assess the answers and their basis • Write any new questions that arise

6. Retrieval reading - Reading to find specific information	You retrieve specific information that you need, and you find this by using the book like a reference work.	Orienting Notes (see above)
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Sources:

Peter Stray Jørgensen: "Notatteknik for studerende – Lyt, læs – noter og skriv", Samfundslitteratur, 2001

Peter Stray Jørgensen: "Studielæsning på videregående uddannelser", Samfundslitteratur, 2007.