

Notes - taking skills

Note-taking is a useful way of helping you to do a presentation on a particular subject. The short phrases are all you need to jog your memory and enable you to talk about relevant information in the correct order.

For example:

A presentation about the Ancient Egyptian food should include the following information:

1. Why there was no fire for cooking animals
2. Which type of food was considered 'choice'
3. Why birds were fattened
4. Which birds were used for their eggs
5. Which type of food formed the main part of poor people's diet
6. The kinds of fruit grown
7. The kinds of fruit not found in Ancient Egypt
8. The Egyptian-style food preservation
9. What herbs and plants were
10. How food was preserved

This is what your notes might look like. Notice how the features of note-taking:

Notes on Ancient Egyptian Food

1. Nile valley - fertile land used for food crops, not animals
2. Animals - pigs & fish
3. Birds fattened - fatted animal is still a bird
4. Eggs - ducks, geese, pelicans
5. Poor people - mainly bread & veg
6. Dates, olives, figs and pomegranates eaten
7. Oranges, lemons, limes and olives not found in all
8. Preserved food - salted, sun-dried or pickled
9. Lotus & papyrus - types of sweet cheese
10. Honey - sweetest food