

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:

- Why there was so little room for growing animals
- Which new foods were considered/achieved
- Why birds were fattened
- Which birds were used for their eggs
- Which new kinds of food formed the main part of poor people's diet
- The kinds of fruit grown
- The kinds of fruit not found in Ancient Egypt
- The Egyptian/which food was preserved
- What herbs and plants were
- How food was conserved

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

Notes on Ancient Egyptian Food

- Little valley - fertile land used for food crops, not animals
- Newcomer - pigs & fish
- Birds fattened - bread cooked in oil & wine
- Eggs - ducks, geese, pelicans
- Poor people - mainly bread & veg
- Dates, dates, figs and pomegranates eaten
- Oranges, lemons, limes and olives not found in all
- Preserved food - salted, sun-dried or pickled
- Lotus & papyrus - types of sweet, cheese
- Honey - sweetest food