

How to

...write notes



If you are at work, you can make a note of something important by putting it into your mobile phone or personal organiser. You can use key words or your own form of shorthand for this.

Notes can summarise information that you read or hear, and help you remember the important points. Making notes can also be useful if you are going to give a talk and need a reminder of what you plan to say. Linear notes can use:

- headings, subheadings, numbered points
- a mixture of sentences, phrases and listed points.

You might use them to:

- capture the main points of what you read or hear
- revise important topics for an exam
- structure what you say or write
- make notes for a short talk.

TITLE

source

1 HEADING

1.1 this gives information about heading 1

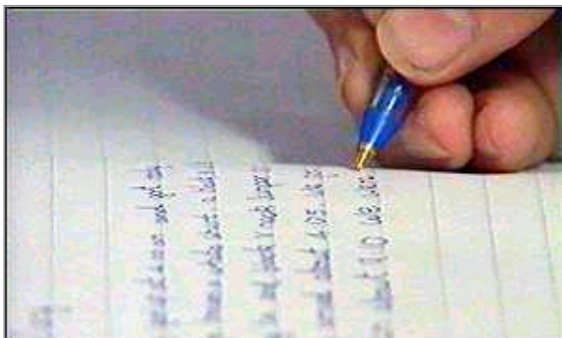
1.2 this gives more information about heading 1

1.2.1 this gives more information about point 1.2

2 HEADING

2.1 this gives information about heading 2

2.2 this gives more information about heading 2



Try this!

Make a list of when you might use linear notes in your work or study.

- 1
- 2
- 3

The first step is to pick out the main points you need, as in the following example:

MOBILE PHONES AND HEALTH

Over half the people in Britain have mobile phones. In a wide variety of settings – at work, at home, out and about, for convenience and security – they have become part of our way of life. Mobile phones are low power devices that emit and receive radio waves. These connect each phone to a network of base stations, so that users can make and receive calls.

Mobile phones are very popular with young people and have obvious attractions for personal security and keeping in touch with others. Parents and young people should make their own informed choices about the use of mobile phones. The current balance of evidence does not show health problems caused by using mobile phones. However, the research does show that using mobile phones affects brain activity. There are also significant gaps in our scientific knowledge. Because the head and nervous system are still developing into the teenage years, the expert group considered that if there are any unrecognised health risks from mobile phone use, then children and young people might be more vulnerable than adults.

The expert group has therefore recommended that, in line with a precautionary approach, the widespread use of mobile phones by children (under the age of 16) should be discouraged for non-essential calls.

www.dh.gov.uk/assetRoot/04/12/39/81/04123981.pdf

MOBILE PHONES AND HEALTH

www.dh.gov.uk/assetRoot/04/12/39/81/04123981.pdf

← Title in capitals. State where you found the information.

1) Mobile phones in UK

- a) over half population has mobile phone
- b) used for work, social, convenience, security

← Main heading against margin. Underline to make it stand out.

2) Low power devices

- a) emit and receive radio waves
- b) connect phone to network of base stations

← Indent main points under heading and use a different type of number or letter.

3) Popular with young people

- a) for personal security and socialising

4) Health risks

- a) No evidence to show risks
- b) Brain activity affected
- c) Children & teenagers vulnerable as head & nervous system developing

← Use of space makes your notes easier to read.

5) Should be discouraged for non-essential calls

Try this!

Highlight the main points in this passage and finish the notes below.

Mobile phone use 'linked to tumour'

Long-term users of mobile phones are significantly more likely to develop a certain type of brain tumour on the side of the head where they hold their handsets, according to new research (2007). A large-scale study found that those who had regularly used mobiles for longer than 10 years were almost 40 per cent more likely to develop nervous system tumours near to where they hold their phones. However, a number of other studies have found no increased health risks associated with mobile phone use.

Prof. Lawrie Challis, the chairman of the government-funded Mobile Telecommunications Health Research (MTHR) programme, said last week that most research had shown that mobiles were safe in the short term but that there was a 'hint of something' for longer-term users. Prof. Challis, who is negotiating funding for a long-term international study, said last night: 'I agree with the authors that this is a hint that needs further exploration. It's further reason why a long-term study is necessary.'

Researchers from the Radiation and Nuclear Safety Authority in Finland compared the mobile phone use of 1,521 people with tumours with that of 3,301 people without the cancers. Initially, the researchers looked at all people who used mobile phones as one group. However, when they looked only at people who had used a mobile for 10 years or more, they found that they were 39 per cent more likely than average to get a tumour on the side of their head where they held their handset.

Based on an article in the *Daily Telegraph* by Nic Fleming

www.telegraph.co.uk/news/main.jhtml?xml=/news/2007/01/25/nmobile25.xml

Try this!

Finish the notes that have been started below.

MOBILE PHONE USE 'LINKED TO TUMOUR'

www.telegraph.co.uk/news/main.jhtml?xml=/news/2007/01/25/nmobile25.xml

1) New research (2007)

- a) Those using mobiles phones longer than 10 years
- b) More likely to develop tumours
 - i) Near where they hold phone

2) Prof. Lawrie Challis - chairman MTHR

- a) Most research shows no harm in short term