

# Taking Notes:

When we take notes, we listen carefully and write quickly the important points, in note form.

JAMES MAXTON was born on June 22. 1885, in Pollokshaws, a suburb of Glasgow, on the south side of the Clyde. His father, who bore the same name, was a teacher in Pollokshaws Academy, and his mother had been a teacher before marriage. It was assumed that Jimmy, the eldest son, should also become a teacher.

If I were taking notes on this text, I might write:

James Maxton - born  
22/06/1885, father -  
teacher, mother teacher  
(before marriage.)  
Expected to become a  
teacher too.

Early Life: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

University: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School Career: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Political Career: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other notable facts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Write these headings on your paper.

Now write down, in note form, beside the relevant section, anything you hear which you think is important.