

Note-making

Why make notes?

- To aid concentration, focus, understanding & recall
- To identify patterns, structures and relationships in the material
- To enable later reference for exams or assignments

Making notes involves

- Reading & listening critically
- Relating ideas to: other information, your questions & purpose for reading
- Deciding how to select, summarise, categorise & use information

What to note

- Keywords: thesis, major characters, main idea(s)
- Important details or facts
- Things to follow up: questions, references, further links

Suggestions for making notes

- Leave plenty of space - don't crowd the page
- Devise a logical and memorable way to set out notes to aid recall
- Format using letters, abbreviations & acronyms, numbers, bullets, highlighting, colour, underlining, indentation, columns, diagrams, headings & subheadings

Setting out notes

- Various ways. Skeleton (as above) is common. Other methods include keyword, Cornell & mind maps:

KEYWORD

Keywords	Further details	Supporting material
<i>Page layout</i>	<i>3 columns</i>	<i>Limited space</i> <i>Efficient</i>
<i>Arrange under heading</i>	<i>Sorts info</i>	<i>Essential material only</i>
<i>Think more write less</i>	<i>Aids learning</i>	<i>More listening time in lect.</i>
<i>Good for notes from text</i>	<i>Use page numbers</i>	<i>pp 365-369</i>

CORNELL

<p>Recall</p> <p><i>How do you set it up?</i></p> <p><i>How do you use it?</i></p> <p><i>Benefits?</i></p>	<p>Record Note-making lecture 15/3/07</p> <p>a) Structured format Page layout 3 columns- record recall review</p> <p>b) Method <u>Record</u> notes in class - any method After class add material, write <u>recall</u> questions & summarise (<u>review</u>)</p> <p>c) Advantages Develops good habit Limits detail Allows for additional material</p> <p>d) Use as study tool Saves time Cues thinking</p>
<p>Review</p> <p>Cornell uses structured 3 column format. Record space for in-class & addit. notes; any method. After class use other spaces for recall words/questions and summary. Leave opposite page blank. Establishes study routine, prompts thinking, effective, time saving.</p>	

MIND MAPS

