

Note-making

Why make notes?

- Aid concentration, focus, understanding & recall
- Identify patterns, structures and relationships in the material
- Enable later reference for exams or assignments

What is involved?

- Read & listen critically
- Relate ideas to other information, your questions & purpose for reading
- Decide 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
- Use letters, abbreviations & acronyms, numbers, bullets, highlighting, colour, underlining, indentation, columns, diagrams, headings & subheadings

Setting out notes

- There are many ways to set out notes. It will depend on the type of information you are taking notes on and what works for you. Skeleton or outline notes are common: Write points in an organised manner based on bullet points (as shown above).

Keyword

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

Cornell

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

Mind maps

- Mind maps present information graphically and are particularly good for synthesising ideas, seeing the interrelationships between ideas, and brainstorming. The mind map begins with a central idea, and the associated ideas are represented as branches from the central idea.

