

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
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	Record Note-making lecture 15/3/07
How do you set it up?	a) Structured format Page layout 3 columns – record recall review
How do you use it?	b) Method <u>Record</u> notes in class – any method 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 Cornell uses structured 3 column format. Record space for in-class and add it. 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.	

MIND MAPS

