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:

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

<table>
<thead>
<tr>
<th>Recall</th>
<th>Record</th>
<th>Note-making lecture 15/3/07</th>
</tr>
</thead>
</table>
| How do you set it up? | a) Structured format  
Page layout  
3 columns – record recall review | |
| How do you use it? | b) Method  
Record notes in class – any method  
After class add material, write recall questions and summarise (review) | |
| 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**

- **Branching format**  
  - Shows relationships  
  - Make unique  
  - Add branches  
  - Leaves space  
  - Add new ideas  
  - Establish hierarchy

- **Central idea**  
  - Creative  
  - Open ended  
  - Visual learners  
  - Mind maps

- **Mind maps**  
  - Aids learning  
  - Review & + material

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Teaching and Learning Support (TaLS) – Fact Sheets  
http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets