

# Notetaking example

## Keyword Method

This is an example of the keyword method, which utilises three columns. See the **Method** below for an explanation on how to use this system.

<i>5/3/08</i>		
Topic: <i><b>Keyword method of notetaking</b></i>		
<i>Jane Brown</i>		
Keywords	Further details	Supporting material
<i><b>Page layout</b></i>	<ul style="list-style-type: none"> <li>• <i>one side of pg only</i></li> <li>• <i>3 columns</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>limited space</i></li> <li>• <i>efficient</i></li> </ul>
<i><b>Method</b></i>	<ol style="list-style-type: none"> <li>1. In <b>column 1</b>, note keyword (heading)</li> <li>2. In <b>column 2</b>, write important details (sub headings)</li> <li>3. In <b>column 3</b>, write examples, references &amp; other supporting info.</li> </ol>	<i>essential material only</i>
<i><b>Think more, write less</b></i>	<i>Helps with</i> <ul style="list-style-type: none"> <li>• <i>learning</i></li> <li>• <i>memorisation</i></li> <li>• <i>understanding</i></li> </ul>	<i>more listening time in lecture</i>
<i><b>Gd for notes from text or lecture</b></i>	<i>use pg nos</i>	<i>eg, Pp 345-347</i>