Keyword Method

Method: In column 1 note keyword (heading); in column 2 write important details (sub headings); in column 3 write examples, references & other supporting info.

Sample notes from podcast

Topic: **Listening and notemaking**		*Today's date* *Lecturer's name*
Keywords	**Further details**	**Supporting material**
Topic outline	• *Why important to take gd notes?* • *Common probs* • *What to do with notes*	
1 Why important to take gd notes?	1. *Record ==lecturer's message==* 2. *Helps to ==focus== on lecture & ==think==* 3. *Helps to ==organise== ideas.* 4. *Assists future ==study==*	*- identify what lecturer thinks is ==important==* *∴ don't try to get everything down* *See textbk p 47*
Next wk:	*Common probs with notetaking*	