NOTE TAKING TIPS

Clearly **LABEL** your notes

Use white space within your notes at the top/sides/bottom and in between chunks.

SPACE enables you to learn from and process information later. An ideal white space is a <u>margin</u> to add…

- content in appropriate places

- extra notes later, during revision

- supplementary points or meanings or examples
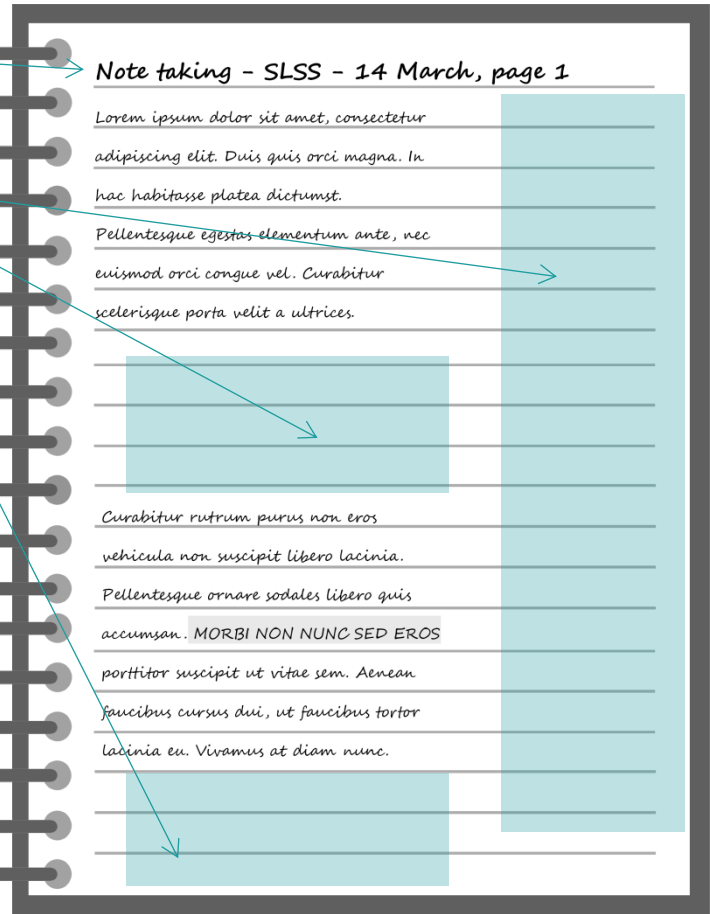
- references

- notices e.g. exam hints/ clues

Leaving blanks helps you find and fill in missing points later and/ or a chance to draw diagrams, visuals etc.

STRUCTURE the information

Work out a numbering/ lettering system that identifies main headings, sub-headings, and points related to each idea.

LISTEN and expect these in any lecture :
- Preamble
- Key points
- Extensions
- Examples/ Definitions/ References
- Asides
- Questions/ Answers
- Observations
- Summaries/ Conclusions

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A. (Main)

    1. <u>(Intermediate)</u>
       a. (minor)
          i. (point)
          ii. (point)
       b. (minor)
          i. (point)
       c. (minor)
          i. (point)
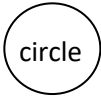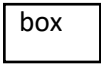   ii. (point)
          iii. (point)
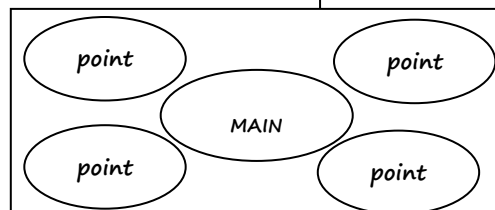
point   point
MAIN
point   point

Follow consistent symbols or structure. Note that you may not be able to structure your lecture till the conclusion of the class - often the margin (white space) can be useful for this.

Vary the **FORMAT** within the structure, but try to be consistent across all your notes.

- Underline

- (circle) the important points

- box definitions

- Use CAPITALS to clarify points

- Highlight/ colour

- Symbols e.g.
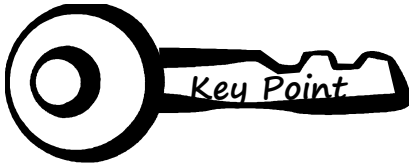
CONVENTIONS
- Start a new line for each new point
- Delete mistakes with a single line
- Use common abbreviations, and your own shorthand (but remember to be consistent)
- Use examples and diagrams whenever possible

RE-WORK YOUR NOTES

Preferably within 24 hours - this will establish a sound recall and help develop your thinking and understanding of the topics and issues discussed.

What to do?

∗ Fill in any gaps

∗ Clarify definitions, terms etc.

∗ Finish diagrams

∗ Raise questions, seek answers!

∗ Find areas that you don't understand and need to follow-up in tutorials

∗ Impose a structure or format on notes that don't make clear sense as they are!