

Note Taking

At Lectures

- 🎒 Write down the subject, the name of the lecturer and the date. This will help you keep the notes in order.
- 🎒 Try to get an overall picture of what is being said. Concentrate on understanding first.
- 🎒 Write notes in the margin e.g. **NB**, especially if the lecturer says 'This is important'



- 🎒 Us a 'lost signal' e.g.? If you miss a word or don't understand something you can ask the lecturer or a class mate afterwards.
- 🎒 Copy material from the board or overheads.

- 🎒 Use standard **abbreviations**. @♂

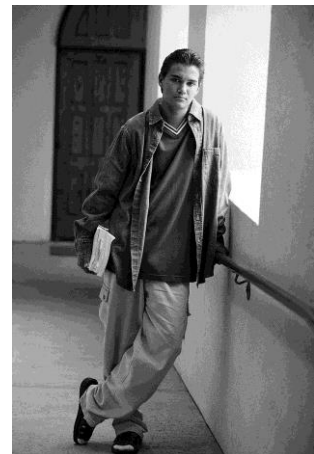
- 🎒 Start a new line for each new point.

- 🎒 Write on one side of the paper. Us the other side for references, new ideas, links etc

- 🎒 Leave plenty of space. You may want to add notes from reading later.

- 🎒 Review your notes within 24 hours – often rewriting notes both helps you to become familiar with the material and organize it.

- 🎒 Identify **headings, key words, concepts, new terminology** and underline and highlight them.



From Books

- 📖 Label the notes clearly. Write down the title, author, publisher, place of publication, page number and quotation marks.
(Note: *Plagiarism is a major offense*).
- 📖 Use the **SQ3R** method, **Survey, Question, Read, Recall, Review**.
- 📖 **Survey** the whole book including table of contents, introduction, headings, summaries, charts, first and last paragraphs etc. to get a general view of the material. (Take 5 – 30 minutes)
- 📖 Always have **questions** in your mind that you want answered. This will help you to read more purposefully.
- 📖 **Read** quickly to discover the main ideas of the section, chapter, article. It is better to read two or three times quickly than once slowly.
- 📖 Do not make notes on the first reading and don't underline. Mark important points in the margin with a pencil.
- 📖 On your second reading, note main points, note definitions and formulae, make summary notes in your own words.
- 📖 Put away what you have read and the notes you have made and on a blank piece of paper try to **recall** what you have read.
- 📖 Then using your original notes, check the accuracy of your recall. Correct and add in any information you may have forgotten.
- 📖 Unless you **review** you forget; 50% of what you have read immediately, 80% of what you have read within 24 hours, 90% of what you have read within a week. Frequent review transfers material from short term into long term memory.

Example of a Mind Map

