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.
1. **Survey**:
   a. Plan
   b. Preface
   c. Contents
   d. Headings
   
   **Chapters**
   - Section
   - Topics
   - Summary
   
2. **Question**
   a. What do I want to know
      i. What
      ii. Why
      iii. When
      iv. How
      v. Where
      vi. Who
   
3. **Read**
   Twice
   First - Fast
   Second Read
   Slow
   Notes
   
4. **Recall**
   Close the Book
   Active Recall
   Re-check & Correct
   
5. **Review**
   Exam
   Solutions
   Notes
   Mind Maps

We forget 50% immediately. 80% - 24 hours & 90% 1 week

**Example of a Mind Map**