Note-making is an essential skill for university and beneficial to many other areas of life. Effective note-making will help you create a permanent record of the content and structure of lectures and tutorials, provide a useful source for exam revision and help you avoid plagiarism.

**Requirements of Note-Making**

- Careful listening and/or reading skills.
- Relating new ideas to known information, your questions, or purpose.
- Identifying the purpose of the text or lecture and the most important ideas.
- Being selective: don’t record everything, focus on the key words, phrases, important details or facts, references, questions.

**Checklist for Note-Making**

- Notes or folders are well organised
- Notes include the subject, title and date
- Notes demonstrate the sequence and priority of ideas
- Notes have space for later additions and comments
- Notes make a clear connection between ideas
- Notes are a useful tool for study and revision

**Note-Making Strategies**

- Leave plenty of space in the margins for adding to the notes later.
- Listen for language signals: “An example of this is... firstly... therefore... ...resulting from... the central idea... the final issue is...”
- Mark important ideas, relationships, examples or connections using underlining, highlighting, capitals, bullet points, numbering, brackets, lines, arrows, abbreviations, colours and diagrams.
- Review the previous lecture/tutorial or skim the text to get a brief understanding of the topic.
- Mind maps or concept maps are also a form of note-making that uses a branching format to show relationships and links between ideas.

**Abbreviations & Symbols**

You can develop your own abbreviations and symbols, just ensure you are consistent so that you remember what they represent.

- e.g. for example
- NB take note, important
- P page
- w/o without
- gov government
- + and, more, plus
- ? question, needs further investigation
- = equals, is the same as