NOTE-MAKING

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

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