

Effective Note Making

Prepare for lectures by reading recommended material in advance. Be an active not passive listener by making notes during the lecture, because:

- lecturers give more information in a lecture than is shown on the slides/handouts
- lecturers give hint/tips for assignment writing
- note taking helps you extend your attention span

Listen carefully to the start of a lecture to establish the structure of the session. Listen for 'signposts' e.g. there are three key points..... I want to emphasise

Why are you making notes?

Ask yourself – what do I already know about the subject? What additional information do I need? What questions do I want to answer?

How do you make notes?

- Linear
- Pattern
- Flow chart for process planning
- Tables for comparison
- Mind maps

Use; key words → phrases → colour → signs → symbols

→ subheadings (to group information) → number points – link up points (use arrows, dotted lines)

Take notes in your **own words** – do not write full sentences - develop your own shorthand but **make sure you can read your notes later.**

Do not cram too much on the page.- use wide margins to leave room to add additional notes later.

Organise your notes so that you can easily find what you are looking for.

Add a **Title** to your notes and date them.

If you have several pages on one topic, include **page numbers**.

Always **record the source/s** of your notes – which you will need to reference in your assignment.

Review your notes as soon as you can after making them – do they make sense?

- highlight important points.
- draw 'boxes' or 'rings' in colour round sections of notes to make them stand out.
- add to your notes but only copy them out in 'neat' if you change the notes.

References

Cottrell, S. (2008), *The Study Skills Handbook*. 3rd ed. Basingstoke: Palgrave Macmillan.

Marshall, P. (1995), *How to Study and Learn, Your Practical Guide to Effective Study Skills*. Plymouth: How To Books.

McIlroy, D. (2003), *Studying @ University. How to be a Successful Student*. London: SAGE Publications Ltd.

Mounsey, C. (2002), *Essays and Dissertations*. Oxford: Oxford University Press.

Northedge, A. (2005), *The Good Study Guide*. 2rev. ed. Milton Keynes: The Open University.

Rose, J. (2001), *The Mature Student's Guide to Writing*. Basingstoke: Palgrave.

Rowntree, D. (1998), *Learn How to Study: a Realistic Approach*. London: Macdonald and Jane's.

Websites

Exeter University

http://education.exeter.ac.uk/dll/studyskills/note_taking_skills.htm

Napier University, Edinburgh

http://www2.napier.ac.uk/getready/managing_information/note_making.html

Some examples of symbols http://www.uefap.com/reading/readframnote_note.htm

Mae'r ddogfen hon ar gael yn y Gymraeg.