Note-taking

**What is note-taking? Note-taking is:**

* not a single ‘skill’ which you can acquire once for all occasions
* a range of different activities that require flexibility (detailed notes at times and sketchy at others)
* an activity that your are doing for yourself rather than an audience so you don’t have to explain yourself
* a strategy that requires active reading or listening

**What is the point of note-taking?**

* As you take notes, you are challenged to make sense of the words in the text
* Expands the memory capacity of your mind, enabling you to have ready access to a wider range of knowledge
* Provides you record of the work you have done, thus boosting your morale
* It is an essential part of constructing your written tasks or exam preparation

**How to take notes?**

**Text**

* + Word for word
  + Key words
  + Abbreviations

**Text**

* + Mnemonics
  + Highlight
  + Summarise

**Visuals**

* flow charts
  + diagrams
  + Tables

**Note-taking techniques**

**Before reading/listening to lectures:**

- predict the content by looking at title/table of contents/slides on handouts/headings and sub-  
 headings, etc.

- use background knowledge and the course homepage and outline to predict content

- highlight any new vocabulary and use the dictionary to find the meaning

- skim and scan to get an overview of content

**After reading/listening to lectures:**  
- review and summarise your notes

- clarify any questions you have with your instructor

**While reading/listening to lectures:**  
- record information about text/lecture (title/topic/headings, date, page number, etc.)

- use structure of text/handout to take notes. Look for cues (‘three advantages of’, ‘this is very  
 important’, etc.)

- highlight/record key words/write abbreviations/draw flow charts/diagrams/tables or   
 mnemonics to condense information

- list questions or notes that you want clarified by your instructor