Taking notes in lectures

Dr Helen Benzie LTU
Taking notes in lectures

Listen critically
  – Is it important?
  – Is it relevant?
  – Is it credible?

Facts/Opinions/Examples
  – Note facts & opinions
  – Examples – include them or not?
In your own words

Summarise – not word for word

• Use short forms e.g. Mgt; Mtg; @; >; →
• Change font/ colour/ size
• Highlight important points/ things to look up
• Compare with other knowledge – what do you know already?
Techniques

Use visual tools

- Linear notes
- Spray-type diagrams
- Cornell notes

Store and organise

- Use large pieces of paper with margins
- Organise – folders and filing system
How good notes help learning

• Part of learning process
• Extends attention span
• Helps you remember what you have learnt
• Help organise ideas
For more details...

Active listening in lectures
Language and Learning Advice

For assistance with your assignments or study strategies Make an appointment with a Language and Learning Adviser (LTU pod, Level 2, J S building, 217-243 Hindley Street Ph: 8302 0022 / 1300 656 377 email: ltu@unisa.edu.au

Resources available at unisa.edu.au/l3