



Notemaking: 10 Top Tips

Effective note-making strategies for lectures, seminars and research

1. Read your module handbooks

This will help you identify key areas / themes that you want more information on and / or need to research for lectures, seminars and assignments.

2. Question, question, question

Be an active learner; make notes with a purpose. Ask yourself:

- a. What do I already know about this subject?
- b. What am I making notes for?
- c. What additional information do I need?
- d. What question/s do I want to answer?

3. Which style/s do you prefer?

- a. Lists
- b. Mind maps or spider diagrams
- c. Flow charts
- d. Tables

4. Use subheadings

This will help you to focus on key areas and to group information.

5. Use colour coding

Try using a different colour code for each subject or sub-topic, for quick reference.

6. Develop your own shorthand

This can really help you save time, particularly with long words that are difficult to spell.

Note: As long as it makes sense to you, it doesn't matter what abbreviations you use.

7. Share notes

Try making notes collaboratively with your peers.

8. Note the author and / or speaker

Make sure you get all the relevant details of the book/journal/speaker that you need.

This will save time and help you to reference your work correctly.

9. Organise your notes

Date, number and store your notes for each book/journal, lecture, seminar, assignment, etc.

10. Review your notes

Do this as soon as you can after making them (preferably within 24 hours, before you forget). Check for clarity - do they make sense?

Expand on any areas you missed.

Pick out the important areas - **use colours**. Summarise and condense your notes to reinforce learning and revision.