

Taking Notes



General advice

- Use a different, labelled folder for each paper
- Use folder dividers to name and separate topics

Before lectures (preparation)

- Look on Moodle for the PowerPoint for the upcoming lecture if available. Print three pages to a slide which gives you room to write notes beside each slide
- Read the timetable to find out the topic and associated readings
- Read the readings and take notes
- Become familiar with jargon and technical terms

During lectures

- Write the date and topic at the top of a new page
- Write page numbers at the bottom of each page
- Leave plenty of space and wide margins
- Use colour codes, bullet points and visual charts or diagrams
- Write brief notes
- Paraphrase and use personal examples, whenever possible
- Write down key words/phrases and important or main points
- Use exact words for formulae, definitions or specific facts
- Write down all repeated information, reviews and summaries
- Leave a gap if something is missed
- Put a question mark if unsure of meaning
- Develop personal shorthand and abbreviations, e.g. w/bd (whiteboard), w (with), re (about) etc.

After lectures

- File notes from readings and lectures in date and topic
- Review notes regularly