



## 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.