Taking Effective Notes

Why take notes?

1. help focus on what is important
2. highlight the key points
3. organise material for later use

There are different models for taking notes that can be used for different purposes.

Listening and note taking

Useful strategies when taking notes during lectures, tutorials, and presentations

- write down key ideas and concepts – do not try to write down everything
- organise information by using headings, numbers or bullet points
- use abbreviations, especially for words commonly used

Cornell Note Taking System – remembering / recalling information, summarising, and preparing / revising for exams.

Create your Cornell Notes template using Word

Researching and note taking

A Concept or Mind map – useful for unpacking concepts, brainstorming ideas, or making an assignment plan

- enables you to visually structure your information and ideas
- provides you with a ‘big picture’ view
- helps make connections between information and ideas

Create your own Concept or Mind map in Word

Reading and note taking

Taking notes is an important part of reading as you are actively involved in the process of selecting and analysing relevant information.
## Reading and note taking  

### What is the Question / Issue / Topic?

<table>
<thead>
<tr>
<th>Reading 1</th>
<th>Reading 2</th>
<th>Reading 3</th>
<th>Reading 4</th>
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### Key point / theme / argument

What is the author saying about the topic / issue ...

... that's relevant to the question you are researching?

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### So What!

Why is this important? ...

... in relation to the question you are researching?

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### Source Details

Write down enough information about the source you are reading so you can find it again if you need to.

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*Title, Author etc.*