SOME SUGGESTIONS FOR BECOMING MORE EFFICIENT AT NOTE-TAKING

• Try and **make changes** where you've highlighted weaknesses in your note taking.

• Aim to have only **one set of notes**. Rewriting notes to make them tidier wastes time. Also it's easier to become familiar with a single set of notes.

• Think about the information you really need. Then be bold in being **selective**!

• If you normally write on both sides of the paper, try and write on only **one**. It may seem extravagant but will help when "shuffling" pages to organise your notes for planning or revision.

• **Post-it notes** allow you to jot down ideas as they occur to you. Stuck on to your notes later, they can be slotted in at relevant points.

• Avoid using nearly the same words as the document from which you're taking the notes. You may well feel that the author has expressed the ideas to perfection but using **your own words** will ensure that you don't inadvertently plagiarise later and that you've **thought** about what you've read.

• **Summaries** in your own words ensure you've understood ideas being expressed and help long term memory.

• Tidy up notes by **boxing** sections of notes in different colours.

• Link in odd bits of information by **colour-coding** or **ringing** them

• Link points by using **colour, arrows, dotted lines** etc.

• Try to make each part **memorable** in some way- with colour, illustrations etc.

• Stick to your system of **abbreviations** and write yourself a key if you need it at first.

• Add **new abbreviations** to your system as needed (see below).

SOME ABBREVIATIONS AND SYMBOLS

- Showing a link / a relationship

e.g. for example
i.e. that is, that means
etc. and the rest
& and
+ in addition
> greater, more than, better than
< smaller than, less than
= is the same as, equals
≠, is different, does not equal
=>. therefore
w/ with
→¨ this leads to, causes, produces
←- results from

- Some key words

NB "note well" = important/ notice this
info information
cd could
wd would , **sd** should
Gov. government
educ. Education
impt important
devt development
C18 18th century
-ve negative , **+ve** positive

…… ……
…… ……
…… ……
…… ……
…… ……
…… ……
…… ……
…… ……