



Why good note-taking is important

Effective note-taking is an important practice to master at university. You have a lot of new knowledge and you need to develop reliable ways for recording and retrieving it when necessary. But note-taking is also a learning process in itself, helping you to process and understand the information you receive.

Good note-taking...

- Avoids unintentional plagiarism
- Focuses on what is important in what you are reading or hearing
- Helps you to understand and remember material, and make connections
- Helps you to structure the assignments you're researching
- Provides a personal record of what you've learnt (more useful than your lecturer's or friends' notes) and records your questions and ideas
- Sets you up for exam revision



Adapted from:

Effective note-taking. (n.d.). Retrieved from

<http://www.reading.ac.uk/internal/studyadvice/StudyResources/Reading/sta-effective.aspx>

Note-taking tips. (2015). Retrieved from <http://ergo.slv.vic.gov.au/learn-skills/research-skills/organise-notes/note-taking-tips>

Note-taking tips

Developing more effective note-taking practices will help you to avoid these problems, and make your studying less stressful and time-consuming.

Note-taking helps you remember what you've read. In fact, a good set of notes can be the foundation for your assignment. Use the tips below to help you get started.

As a general rule it's best to:

- ✓ read the text first to get the gist of it, then start taking notes on the second read
- ✓ only record information that relates to your assignment question
- ✓ use headings in your notes, so they're easier to skim through later
- ✓ use dot points instead of full sentences and keep them short – one or two sentences is fine
- ✓ use abbreviations or your own symbols for common words.

When you're taking notes:

- ✓ summarise sections of the text in a few dot points, without looking at the text
- ✓ note important dates, events, people and places and copy the spelling correctly
- ✓ collect quotes to use later
- ✓ record the *bibliographical details* of all the references you use in your notes
- ✓ look up any words you don't understand and record definitions in your notes.

There are many ways to take notes – choose a style which suits you!
The next page might give you some ideas....



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Think about options such as **using tables** (try #S202* WORKSHEET)

The Cornell Method



CollegeThrive.com

Notes

This is the section where you should take your notes during the course of the lecture. Use bullets, sentences, short-hand, etc.

Cues

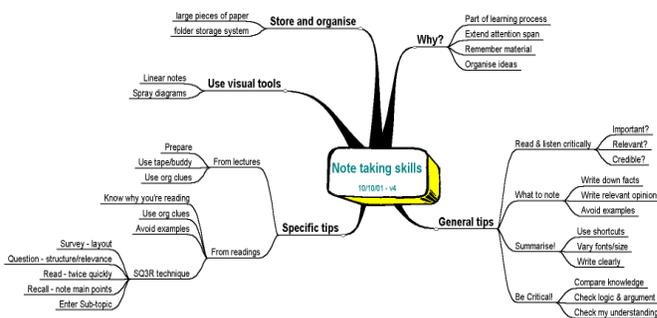
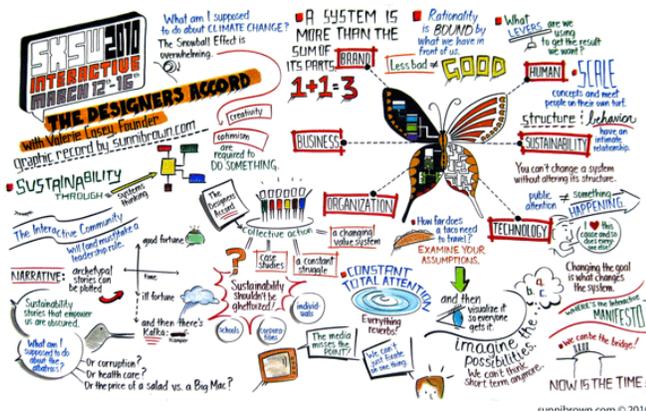
Questions, main points, visual clues, and other clues that jog your memory go here. Fill this section in after class.

Summary

Most important points and main ideas go here. Fill in this section after class when you are in the reviewing process.

Using the **Cornell Method** of note taking. Introductory **VIDEOS** are available on YouTube, such as #201*

Perhaps a **Visual Note Taking** method would suit you? Introductory **VIDEOS** are available on YouTube, such as #203*



Mind maps can be an excellent way of taking notes – keeps ideas connected and organized. Introductory **VIDEOS** are available on YouTube, such as #204*

*These options are to be found on the [HCT Student Research website](#).

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[skills/organise-notes/note-taking-tips](http://ergo.slv.vic.gov.au/learn-skills/research-skills/organise-notes/note-taking-tips)