

Learning More From Taking Notes



Why is note-taking important?

Good note taking helps you to understand what you are learning by

- clarifying your thinking
- focusing on what is important by forcing you to be selective
- organising your ideas and structuring your arguments
- remembering material and making connections



Active Learning or Passive Reproduction?

Note-taking isn't about copying down what you hear, see, or read.

- It is important that you 'work' on the material to help you understand it
- This means making notes using your own words
- This can help build on ideas and understanding you already have





Organising and reviewing notes

- Organise your notes using headings, lists, colours, highlighting etc.
- Have a system for organising your notes
- Use folders, learning journal, good titles/labels for notes
- Review your notes, adding additional information or linking to other notes/work



Online Note Taking

Studying online may change how you take notes:

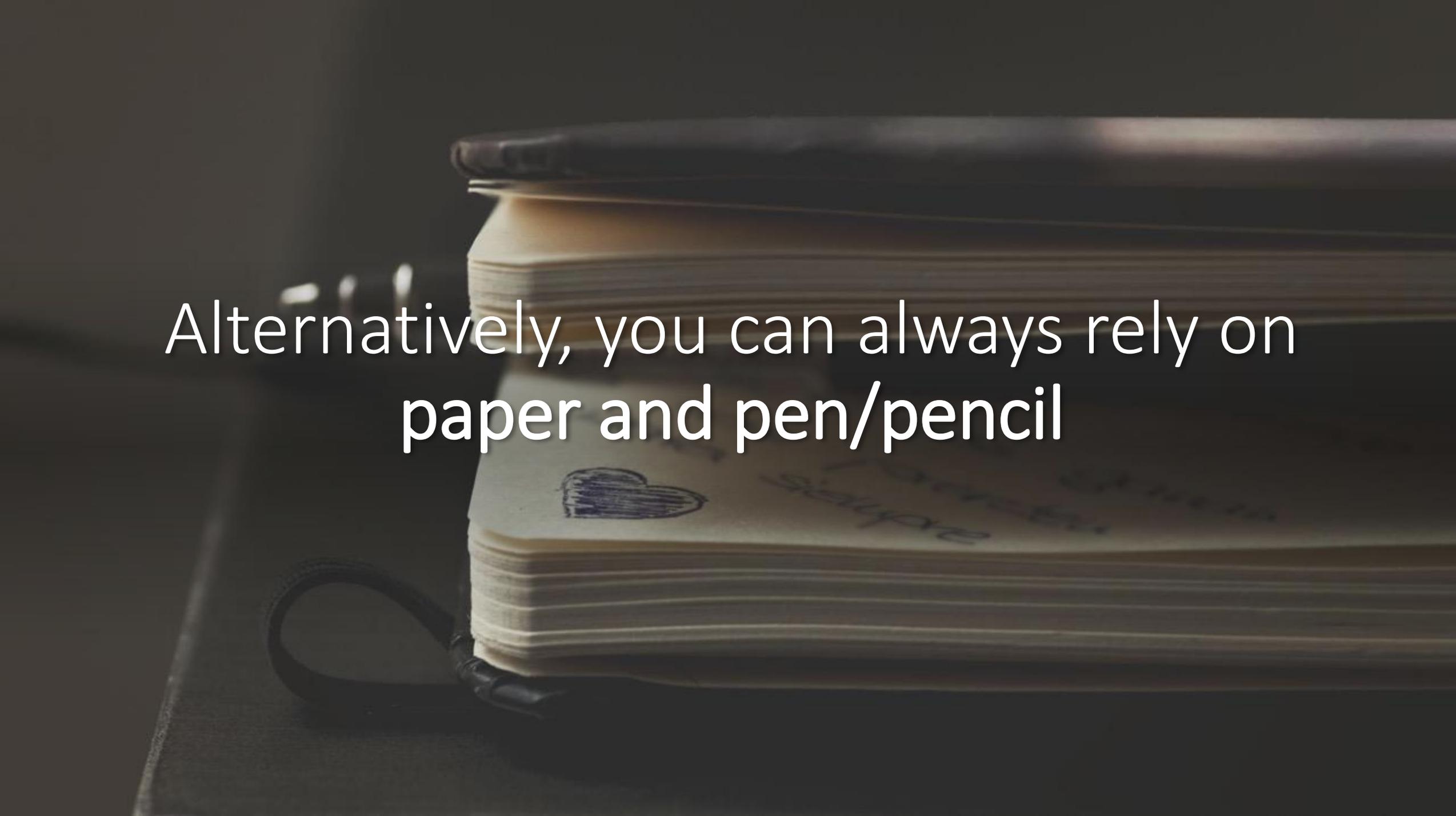
- You may need to use your whole screen for watching video content, whether live or recorded
- Handwriting notes or typing them on another device might be easiest
- Go back over your notes after the call/video to check and add extra material

Online apps for note taking



Why not try these online tools for Note Taking to see if they work for you

1. **Google Keep** at keep.google.com
2. **Simplenote** - best for quick notes and setting up reminders.
3. **Apple Notes** - easy-to-use and free in Apple devices
4. **OneNote** - Microsoft Office app but access may depend on your Microsoft Office access
5. **Figma** - tools and templates for mind-mapping ideas Figma
<https://www.figma.com>

A stack of papers is shown against a dark background. The top sheet of paper has a hand-drawn heart in blue ink on the left side and the word "Address" written in blue ink on the right side. The stack of papers is thick, and the edges of many pages are visible. A black pen or pencil is partially visible at the bottom left of the stack.

Alternatively, you can always rely on
paper and pen/pencil

Note Taking Activity

01 Find a podcast, YouTube video, TedTalk or text from a book or magazine, that you're interested in

The aim of the task is to summarise the main points for future reference.



02 Note where the information comes from

This is very important

Always note the author's last name, initial(s), and (year published), title of article or chapter, and where the information is held –

e.g., book title, magazine name, page numbers, and publisher of the book.

Or for a podcast note the last name of the presenter and their Initial(s). (Year published/updated) Title of podcast. Day Month Year of podcast posted.





03 Focus on the purpose

- Is to have a record of practical tips?
- Or do you want to note the key points of a theory?

04 Don't attempt to write down everything

Use bullet points and note the main topics and themes – with key words

Use question marks to indicate a point or topic you don't fully understand.

Use “quotation marks” when recording quotes and note the page number along with the author and date.



05 Be critical



Question the accuracy, and relevance and currency of the information, and when you do this make sure you're noting these points as your ideas.

Make a note of your questions, challenge points, examples, links to other texts...

Are there signposts within the text/speech? e.g., phrases like, 'in contrast,' 'in conclusion, or 'most importantly.'

06 Find ways that work for you

There are lots of different ways to take notes – e.g., lists and bullets, mind map or tables?

