



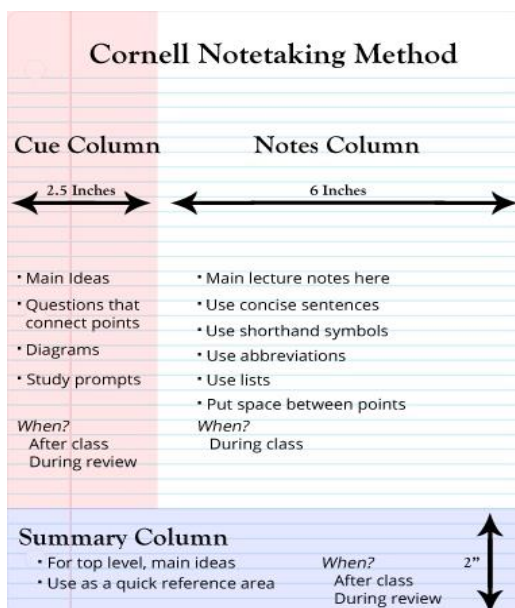
# Note-taking

*Note-taking will help you stay focused in class, process and retain new information, and become a more efficient learner.*

## Reading and note-taking techniques go closely together

- Skimming for gist (the essence of a text), to assess in a short time if a text is relevant to our studies (e.g. browsing the headline of a newspaper article)
- Scanning for specific information, looking for answers to specific questions (e.g. scanning through a phone directory for a particular number).
- Deep reading: focused and detailed reading. The secret to reading efficiently is finding your rhythm: don't stop at the first difficult term and keep on reading – you might be able to infer the meaning of that difficult word from the next sentence!

**You can take notes in a sequential, linear way or in a more creative way, see below!**



**The Cornell Method** will really help you fully engage with a lecture or text. It will allow you to summarise, reflect and review your notes in a systematic and efficient way in the summary section. In the left column you will list questions and study prompts.



**Mindmaps** will allow you to be more creative and make connections across disciplines and topics.

### Activity:

If you haven't had a chance to apply one of these methods to the passages read in class, **choose a section of the academic text you are currently reading for your assignment now** and apply the Cornell Method or draw a Mindmap. Which one works better for you?

### TIPS

1. Always take notes in class or when you are reading academic texts
2. Always review your notes the same day or no later than the following morning or you'll forget what they meant!
3. Store them safely and label them clearly, for easy access, use OneNote or another app of your choice.
4. Re-read your notes from the previous class before the next one.
5. Use Mindmaps, Cornell, linear sentences, numbered points, keywords, abbreviations, mix languages if it helps, devise your own method but always take notes and recall and review them regularly!

### Next:

Apply one of the above methods or one of your choice to your own note-taking, next time you are in class or read a new text.

Regardless of which method you use, don't forget to ask questions, recall and review your notes after class!

### **Further Study:**

Cottrell, S., (2019). *The Study Skills Handbook* [online]. 5th edition. London: Macmillan Education UK.