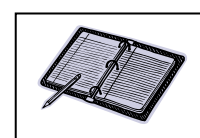


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Tailoring notetaking to manage reading


Before making notes from reading materials, ask yourself the following questions:

- Why am I creating these notes?
 - Is it to help me recall what I have read?
 - Does the act of writing help build a 'muscle memory' of the written information?
 - Is it to give me a written record?
 - Why do I need another written version in addition to the original text?
- What sort of notes do I make?
 - Copying out quotations (long or short)?
 - Summarising the ideas in my own words?
 - Making notes about my ideas in response to the material?
 - Creating a visual summary of the material (e.g. a mind-map)?
- What do I do with the notes once I have written them?
 - Do I usually re-read my notes? Do I summarise them further?
 - How do my notes influence my assignments? Do my assignments reflect the time and effort put into producing notes
 - Are my notes accessible and easy to use/re-read?




Remember: reading is usually the middle stage of reading effectively and the notes produced should help bridge the journey between reading and (written) assignments.

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SQ3R: survey, question, read, recall, review

S	Survey	What is your text? Look at the title, front and back cover information, contents, and index – or the abstract. What do the introduction and conclusion tell you?
Q	Question	Is it relevant to your particular focus? What exactly do I want to learn / what level of detail do I need?
3	R	Read Read material in small chunks – regularly checking back to your title or purpose for reading this text. Remember your question. Recall Close the text and try and note down what the key points were. Re-read and identify key phrases or quotations – remember to use quote-marks Review Did you answer your question? What are the key points? Are your notes clear? Can you summarise this text without looking back at it? Discuss it with others



<http://www.nottingham.ac.uk/StudentServices/Supportforyourstudies/AcademicSupport/StudyResources/index.aspx>

This is an example of linear style notes – bold headings and brief text

For further advice on note-taking from reading see

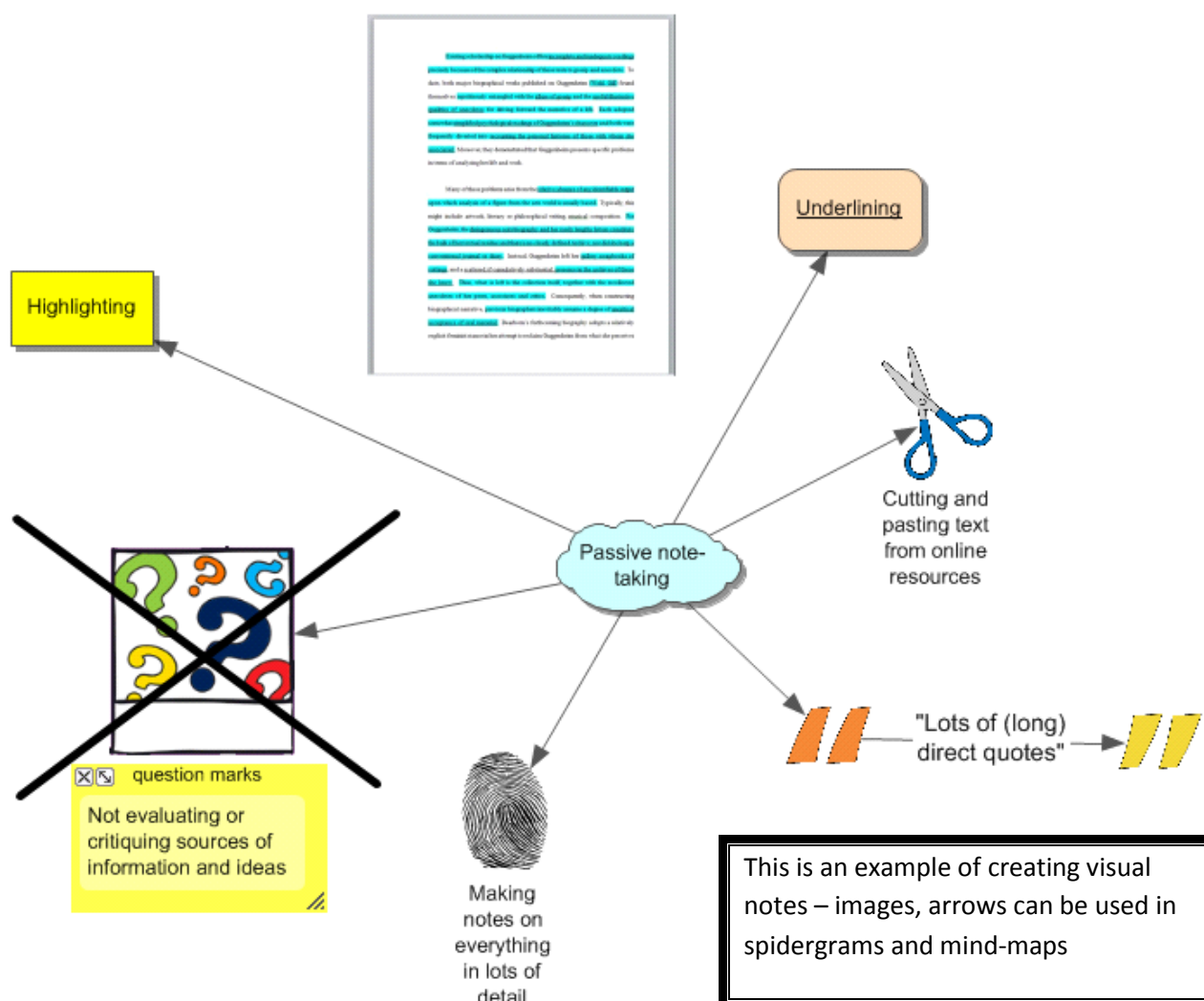
<http://www.nottingham.ac.uk/studyingeffectively/reading/notetaking/index.aspx>

This handout is part of a set: see also 'When is 'enough reading'', 'Planning your writing to manage your reading', and 'The Writing Triangle'

<http://www.nottingham.ac.uk/StudentServices/StudyResources>

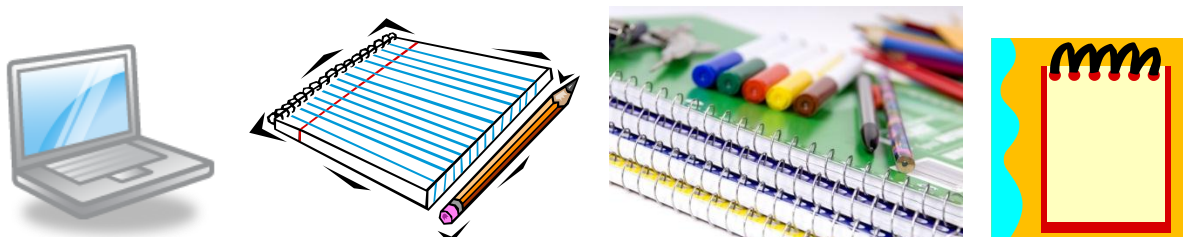
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Reading and note-taking should be proportionate and purposeful – you need to read actively and avoid being passive in how you make notes.



See our [advice on reading strategies](#) for tips on reading actively

It is important to identify the format(s) for taking notes that are most appropriate for you and your study activity, including whether you make notes using a computer (e.g. laptop, tablet), recording device, or paper (e.g. A4 pad, blank/lined pages, small notebook) and whether colour and layout help manage what you learn from reading.



This handout is part of a set: see also 'When is 'enough reading'', 'Planning your writing to manage your reading', and 'The Writing Triangle'

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