

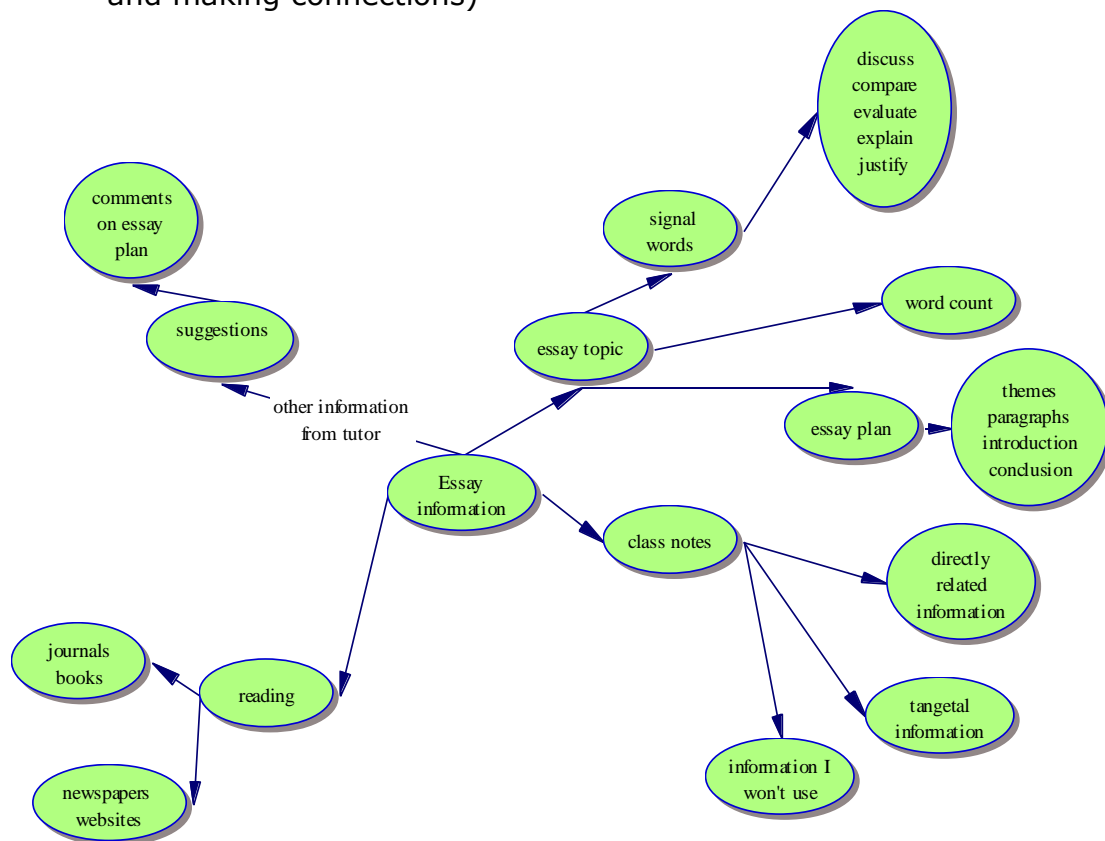
## Note-making (from books, journals etc)

*First of all ask yourself why note- making is useful*

- to help you learn- it keeps you reading actively
- it helps you to distinguish between argument and detail
- it helps you structure your own ideas and think critically
- as a written record for future reference
- for a specific purpose e.g. researching for an essay or exam preparation

*Then consider different styles of notes*

- linear notes- using headings ,sub-headings and numbered points (use your own words and develop your own shorthand e.g. incl for including, cf for compared with)
- diagrammatic notes e.g. spider diagrams, Mind Maps ( here you start with a central idea and build out from this refining information and making connections)



A computer-generated mind map created using Inspiration

## Mapping non fiction

This is a useful way of making notes on a book as it provides you with a map of the text for easy reference.

### Tools

- A3 or A4 paper (landscape)
- Sharp pencils
- Coloured pens
- Rubber
- Music (if required)
- Text (and smile)

### Preparation

- Ask yourself questions about the text : 'what is this about?'
- Answer yourself—talk to yourself then ask another question
- Progress one step at a time

### Procedure (use a pencil)

- Place a word or image in the centre of the page
- Count the major headings/chapters. Draw them.
- Put down a heading (single word if possible) on each line. The line should be the same length as the heading.
- Count the smaller subheadings. Draw them.
- Identify a heading (single word if possible) for each of these lines.
- Count the paragraphs. Add these lines to your map.
- Look for information about the paragraphs using the topic sentence (usually the first sentence).
- Guess and put down the key word. You can prove or disprove this later.

## Note-taking (from lectures)

To get the most out of lectures you should try to:

- *before the lecture*- get an idea of its content, how it relates to the rest of the module, what you already know about it and what questions might arise
- *during the lecture*- don't try to write everything down, use headings and sub-heading, leave spaces
- *after the lecture*- work through your notes either expanding or summarising the material and reflect upon how you might use

## Organising your note-making and note-taking

- decide upon a flexible system of usefully organising your notes  
Mind Mapping might be more appropriate for making notes from books and linear notes might work better for lectures
- leave spaces which will allow you to add more information
- ensure that you label notes with the page numbers of the book or journal where you found the information

## Ways of keeping track of your notes

- on a computer database
- on card files
- on ordinary paper using pen and ink!