# How to do Note-Taking by Nikki Woods [Video Transcript]

This video provides useful tips on note-taking.

## 1. Why take Notes?

We take notes to capture the ‘key points’. Good notes offer clarification and allow you to review your ideas when using your notes for assignments or exams. Your notes are a summary of your reading and of your ‘active listening’ during the lectures and seminars. Above all, good notes will aid your understanding and retention of any information noted.

Remember there is no right or wrong way to do note-taking, choose a method which is preferable to you.

**The key is to develop a system which allows you to do the “3 Rs”:**

1.1. Read (understanding your subject).

1.2. Reflect (understanding, developing and linking your read notes).

1.3. Review (analysis, evaluation and synthesis of your notes).

## 2. Note-Prepping Pre-Lecture.

It may help and if you have time, to prepare before the lecture by completing any note-prepping. This can either be reading or skimming any notes and all you are doing at this stage are making mini-notes to act as a guide to be used during the lecture.

## 3. Listening Note-Taking during the Lecture.

It is advisable to arrive five minutes early before the lecture begins – find a place where you can see clearly and do active listening. Use your mini-notes as a guide, these will provide the essential ‘pause’ needed to note ‘key words’ and information that you can write succinctly to avoid taking copious notes which can be time consuming. If you miss any information, leave space on your page for missed notes which can be completed after the lecture. It helps to take notes in a logical order and to aid better understanding you may choose to use different colours, symbols and abbreviations.

## 4. Note-Neaten Post-Lecture.

Note-neaten the lecture notes within 24 hours while it is still fresh in your head, especially if a Dictaphone is used. Complete any gaps in the notes. Get clarity on any points missed. For future and quick reference, summarise the note-taking pages into one paragraph.

## 5. Note-taking Styles.

For your note-taking choose a method to help structure your notes. You may choose to experiment with these techniques to find your preferred choice.

* 1. Linear Notes:
* Making notes in lists or phrases.
* Structured and logical.
* Key/buzz words and phrases.
* Heading and indenting sub-headings.
* Underlining, highlighting and colouring key points.
* Annotated notes.
* Able to incorporate charts, tables and diagrams.
  1. Straight Prose:
* Direct notes and to summarise information.
  1. Mind-Mapping:
* Please see the mind-mapping video.
  1. Cornell Method:
* The Cornell Method note-taking provides space on the left for key ideas, details to the lines on the right and a summary of your notes on the bottom.

Now you know about these tips, why not give it a go. If you need any help, please visit us at CfAP.

Good luck and thank you.