

Taking Notes

for classes and research

Taking notes is an important skill, but it can take a lot of time. The tips below will help you take notes quickly and effectively.

Be ready

- Bring a notebook, laptop or tablet.
- Have pens and highlighters with you.



Listen for the main ideas

- Focus on key points rather than writing down every word.
- Pay attention when the teacher repeats something or says, "This is important".



Use keywords and phrases

- Key words can help with processing, focus and recall.
- Use abbreviations, such as:
 - e.g. = for example
 - b/c = because
 - diff = different

Use drawings and diagrams

Use diagrams to explain ideas. This can help with learning, understanding, organisation and recall.



Organise your notes

- Use headings and subheadings.
- Underline or highlight key words, dates, formulas, or definitions.
- Leave space between topics.
- Date each page.
- Use bullet points or numbered lists.
- Keep notes for each subject together.



Review your notes

- Read through your notes within 24 hours.
- Add any extra details while the lesson is still fresh in your mind.



Contact us for more information on Learner Supports



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wwetb.ie/learnersupport

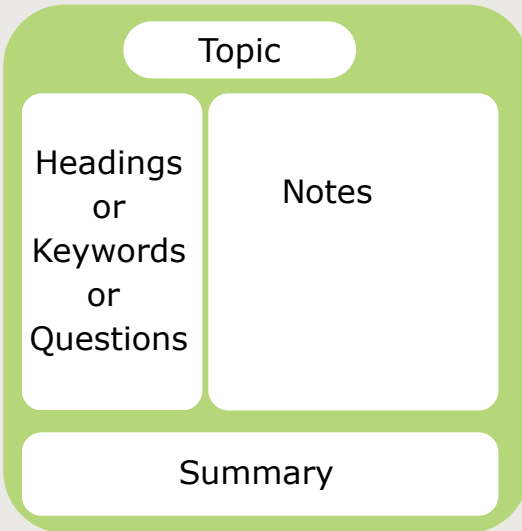


or  086 0617072 or 087 7212481



Note Taking Methods

Cornell Method

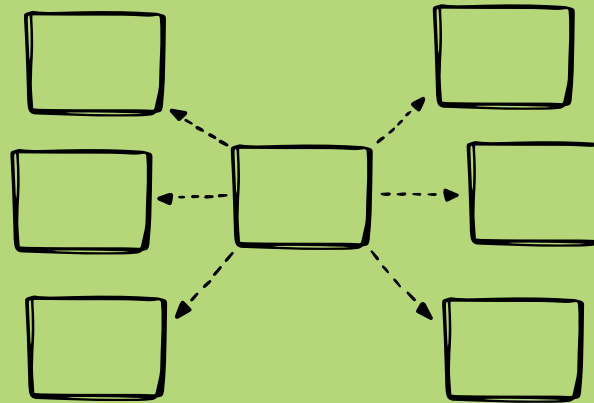


- Easy to create
- Good overview of topic
- Active learning of topic
- Aids understanding
- Neat structure



- Takes extra time
- Not for every subject
- Difficult for fast lectures

Mind Map Method

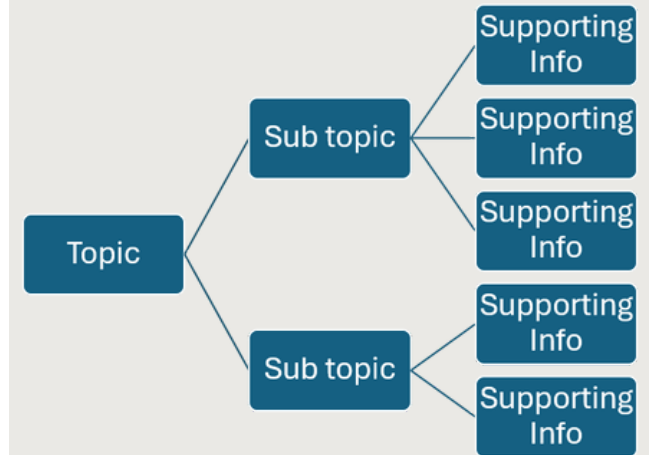


- Visual overview
- Can use colours / images
- Connects ideas
- Easy to edit



- No space for details
- Can become complex

Outline Method



- Clear
- Fast and Efficient
- Easy to review
- Simple format



- Passive learning of topic
- Won't suit Maths / Science
- Difficult to put in extra info