

EFFECTIVE NOTE TAKING



Why is it important?

- Clearly sets out the material needed to be learnt
- Makes revising and learning material easier
- Ensures your learning is focussed and useful
- Aids with retrieval practise – recalling and bringing forward material

Basic principles of note taking

- Clearly lay out your notes – it will make re-reading it and learning it easier.
- Use colour, where needed but don't **overuse** colour – key words/quotes only. Keep the other notes in one colour.
- Keep notes succinct, to the point and easy to understand.

“Never use a sentence when you can use a phrase and never use a phrase when you can use a word”

– BERKELEY



CORNELL METHOD

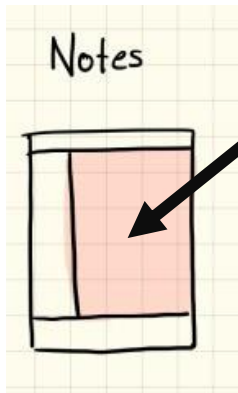
Why Cornell?

This method has been tried and tested for nearly 40 years but has been widely regarded as one of the best ways to take study notes

- Easy to do
- Clear for revision
- Summaries require pupils to really understand information
- Can be used for recall



1.



Your main body of notes goes in the larger sections. It is recommended that you use exercise books/textbooks/revision guides to complete

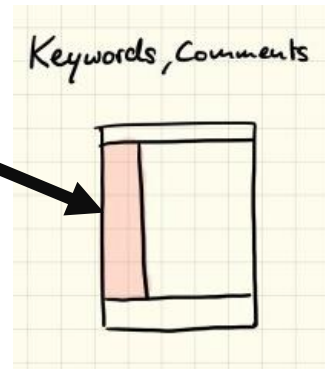
Your notes should be:

- Succinct
- Focus on key thoughts/knowledge
- stick to bullet points

As you go along, any key words/vocabulary goes in the margin.

Also write any key questions here. You can use these to test yourself by covering the knowledge and answering them.

2. Keywords, Comments



3.



At the end of the page, give a concise summary of the information.

Try to summarise in 2-3 bullet points.

