



Learning Lists for Science 6

How to Make Notes

Contents Updated: Monday, 05 January 2004

- Value of Notes
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A. Value of Notes

1. Keeps you active and concentrating
2. Provides a written record for revision.

B. Storing Notes

1. Loose leaf binder
 - Notes can be re-arranged
 - Notes can be added to
 - Keep notes on one topic together.
2. Notebooks
 - Suitable for rough, “working” notes: must re-write
 - Less flexible for permanent notes.

C. Writing Notes

1. Include:
 - Main ideas and important details
 - Logical plan of argument
2. Make notes after reading—not while reading:
 - Use your own words
 - Note only essentials
 - Understand, don’t copy.
3. Use outline form (NOT summary)
 - Note the original headings and sub-headings
 - Note central idea of each paragraph
 - Important details (in brackets)
 - Use indentations (about an inch)
 - Use letters and numbers to signify inimportance
 - I, II, III...
 - A, B, C, D...
 - 1, 2, 3, 4...
 - a, b, c, d...
 - i, ii, iii, iv...
 - bullets, dashes, asterisks...
 - Use your own shorthand (especially in lectures)
 - long words often used
 - certain types of ending

- common abbreviations eg ie, cf, NB, =, <, > etc
- stick to your system
- don't use in work presented to others.
- Layout
 - Should be pictorial & form a visual pattern—look memorable
 - Do not make into identical blocks of writing—not memorable
 - well spaced—room for insertions
 - wide margins—room for marginal notes
 - source and date at top
 - block capitals and underlines
 - boxes for important items
 - colour,
 - diagrams
 - arrows and symbols
 - Make each page into a picture—creativity, visualization.
- Use pencil for initial notes.
 - flexibility
 - can be erased.

D. Lecture Notes

1. Understanding more important than note-taking
 - Follow lecturer's argument—listen
 - Get the gist then make a note
 - Use creative pattern technique.
2. Check notes after lecture:
 - Re-construct lecture (recall—promotes learning)
 - Without recall...
 - 50% is lost immediately
 - 75% lost within one week
 - 98% lost within three weeks.
 - Correct notes—add, give depth and shape
 - Immensely beneficial—discipline—must do.
3. Points missed
 - Discuss with colleagues
 - Ask tutor—Important!

E. Checklist for Notes

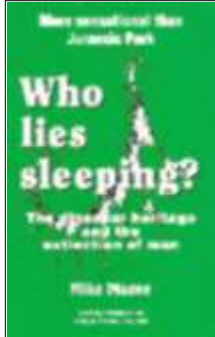
1. General format:
 - Is your notebook too small?
 - Are your pages too crowded?
 - Is your handwriting legible?
 - Do you mix different subjects in the same notebook?
2. Structure:
 - Have you indicated the source and the date?
 - Do you write too much solid prose?
 - Is your layout interesting?
3. Content and Phrasing:
 - Have you got all the main ideas?
 - Are your notes too detailed?
 - Are there any obscure passages?
 - Are the notes in your own words?

Reference

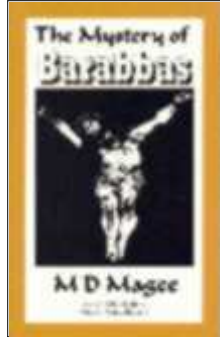
- D Rowntree, *How to Study*, chapter 6

Ask your public library to order these books
Available through all good bookshops

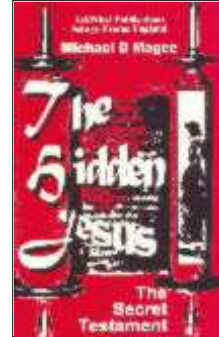
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