

Taking Notes

Note taking can take different forms. Different situations may require different techniques.

Active Listening

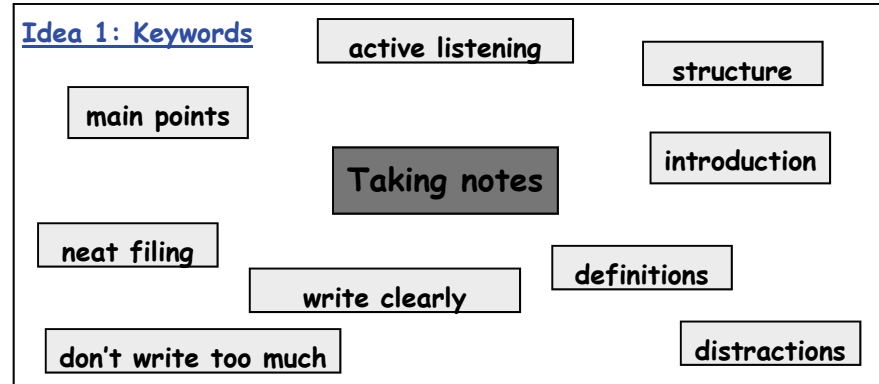
- **Passive listening** = casual conversation
- **Active listening** = paying attention to key words or points, trying to understand what's being taught
- **Listen out** - for main points or words and their following sub-points (use headings & sub-headings)
- **Organised structure**- a lecturer will usually have a structure to their lesson- try to follow it and make use of handouts or PowerPoint slides but don't make word for word copies
- **Introduction**- this will usually tell you what to look out for eg. "In today's lesson I will talk about two different theories of child development..."
- **Distractions**- try to ignore anything else going on, unless it is important to the lesson (debates etc)
- **Writing**- learn to write quickly but clearly and use abbreviations. Don't write down everything you hear or you may lose track of the lesson- you can always ask a lecturer to slow down or repeat a point you have missed
- **Filing**- make a note of the date, topic and teacher at the top of your notes and file them in a neat order convenient for you
- **Definitions**- Write down any definitions of words/ theories as the lecturer explains them & if the he/she says something is important, mark it as such (it may pop up in an exam)
- **Review**- look through your notes ASAP after the lesson, so if you are unsure of anything you can check with the lecturer.

Ideas on how to take notes

Here are 3 examples of how to take lecture notes.

You chose the best method for you. You may prefer to write with no order, but make sure they make sense by reviewing them ASAP.

Idea 1: Keywords



Idea 2: Outline

1. Introduction

Taking notes

2. Why notes?

For remembrance/ understanding

3. What to pay attention to

Emphasis on points or words

Introductions to explain

4. What and how to write

Clearly, quickly, the main points

Idea 3: Spider diagram

