

Note-taking

- Taking notes in lectures

Some students take notes in lectures to keep themselves awake; others do it because they feel they ought to, some would rather not but feel that their tutor would think they weren't interested if they didn't. Some jot down key words, some may draw diagrams and others will attempt to write down everything that is said.

As you can see, the reasons for taking notes are many, as are the ways in which you can do it.

With note-taking in lectures, do make sure that you:

- Make notes that you can understand
- Make notes that you will use
- Record the date/title of the lecture
- Don't become so engrossed in your note-taking that you can't participate in the lecture
- Seek permission before using any recording equipment
- Don't waste time writing notes on information that will appear on Blackboard or be given in a handout.

Making notes from written resources

Be selective, it's a waste of your time to copy huge chunks of the written article. Your notes should have a purpose – you're aiming to find out specific information.

Always make a note of the source of your notes e.g. book or journal title, author, date of publication, page numbers etc (basically you want to record the information that you might need to submit in a reference list or footnote). It's often a good idea to make a note of the date you made the notes on and the location of the source you used e.g. Peirson library, material borrowed from a tutor etc. This will be invaluable should you need to refer back to the original material used.

