

Notetaking

While there is no 'one-size-fits-all' approach to notetaking, you can use methods to capture the key concepts and significant points you've recognised.

Here are a few tips!

Choose the right tools

- Use pen and paper or digital note-taking apps.
- Find what works best for you.

Active listening

- Pay close attention to the speaker.
- Listen for main ideas and key points.

Organise your notes

- Use headings and subheadings.
- Create a clear structure.

Abbreviations and Symbols

- Develop a system for shorthand.
- Save time while writing.

Highlight key information

- Use colours or underline important points.
- Make them stand out.

Use visual aids

- Draw diagrams, charts, and graphs.
- Visuals aid memory retention.

Review and Summarise

- After the lecture, go through your notes.
- Summarise main ideas in your own words.

Ask questions

- Write down questions for clarification.
- Seek answers later.

Stay organised

- Date your notes.
- Keep them in one place.

Practice, Practice, Practice

- Consistent practice improves your note-taking skills.

<https://aber.ac.uk/en/aberskills/writing-assignments/#notetaking>

