

# **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.