Tips on notetaking

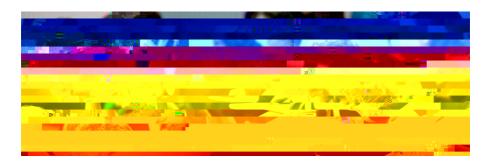
Note taking is an important academic skill . Making clear concise notes in your own words does two important things:

- x Helps you store, understand and recall information.
- x Helps prevent plagiarism.

There are two different methods of note taking. They are often described as either linear or non-linear.

Regardless of your preferred method of notetaking, here are a few general tips:

- Note taking during a lecture is easier if you have prepared, for example, read handouts, gone through the slides prior to the lecture, done background reading, know what to expect.
- 2. Do not copy down the slides or transcribe what the lecturer has said. Think about the information being delivered and write it in your own words.



- 3. Be economical with words. Do not try to write sentences, just key terms and main points.
- 4. Use easily recognisable shorthand, symbols or abbreviations.
- 5. If you miss a bit or do not understand something fully, make a note including the slide number, to revisit it or ask the lecturer a question.
- 6. Note down citations or references used in a lecture. They may prove useful as a starting p