

# Note Taking

The purpose of notes is to help jog your memory when studying for exams, or when writing an essay.

### Note taking: Lectures

- Read over notes from previous lectures before your next lecture/class.
- Find out what unfamiliar words mean.
- Only write key points (names/dates/statistics).
- Always use diagrams where possible.
- Use different coloured highlighter pens.
- Colour code handouts according to the class/subject.
- Ask your lecturer about anything you are not sure of.
- Read notes after the lecture.
- Some people find it helpful to record all or part of the lecture, with the lecturer's permission.

### Note taking: Research

- Date each page of notes.
- Write down the source details – you may need this later.
- Keep a goal in mind – write it at the top of the page of notes.
- Keep notes to a minimum – do not copy large chunks.
- Check vocabulary you do not understand.
- Check the date the material was written – is it relevant?
- Use colour/boxes/numbering/diagrams.
- Set yourself questions and then answer them.

### Note-taking techniques

#### Mindmapping

See Dyslexia Scotland's leaflets on this at [www.dyslexiascotland.org.uk/our-leaflets](http://www.dyslexiascotland.org.uk/our-leaflets)

#### Outlining

Using main headings and sub-headings, numbering and bullets to show major items and ideas which link to them.

## The Cornell System

A simple way to increase recall:

|  |  |
|--|--|
| <b>Keywords &amp; Questions</b><br><br>What was the topic of the lecture, what were the key themes?<br><br>What questions do you have about the materials?<br><br>What questions might be asked of you in a test or essay?<br><br>This will help you process the information, as well as providing a handy study tool when revising for exams. | <b>Note taking section</b><br><br>Use this section for the important parts of the lecture or book.<br><br>Try to avoid long sentences so you can make better use of the space.<br><br>You can use outlines or mindmaps, or whatever suits you. |
| <b>Summary</b><br><br>Fill in this section within a day after the lecture. Revise the notes and questions and write a summary of the information on the page.<br><br>This helps you process the information by forcing you to use it in a new way.   |  |

## Resources

- How to take notes  
<https://www.youtube.com/watch?v=AffuwYJZTQQ>
- Cornell system  
<https://www.youtube.com/watch?v=WtW9IyE04OQ>
- Mindmapping  
<https://www.youtube.com/watch?v=wLWV0XN7K1g>
- Texthelp study skills  
<https://www.youtube.com/watch?v=Vr9MwX-Xads>
- My Study Bar – which you can find in EduApps:  
<https://www.eduapps.org/>
- Dyslexia Scotland leaflet  
[www.dyslexiascotland.org.uk/our-leaflets](http://www.dyslexiascotland.org.uk/our-leaflets)
- Dyslexia Scotland Helpline 0344 800 8484  
or [helpline@dyslexiascotland.org.uk](mailto:helpline@dyslexiascotland.org.uk)



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