**QUESTION:**

Here you write down the question/topic that you are making notes on. If you are doing research this space can also be used to write down synonyms to help with your search terms.

**QUESTIONS/DEFINITIONS/IDEAS:**

 **NOTES:**

This space is used to *actively engage* with your notes as you are making them. It might be that you:

* Have extra questions about the material that you can look up or ask a teacher
* Need to look up and write down a definition for something in your own words
* Start jotting down new ideas that have been stimulated by your notes. For example you might make comparisons and links with other material, something that is often key for the synoptic element of A Level study.

Some students may find it useful to colour code their questions, definitions and ideas.

Here you write down your notes trying to stay focused on the question/topic.

These should not be a carbon copy of your class notes, textbook or piece of research. To ensure this doesn’t happen and to aid efficiency note-making abbreviations should be used (see attached).

In this section it is also a good idea to *organise* your notes in some way (e.g. causes – event – consequences), as this will make you actively engage with the material instead of giving an illusion of revision and understanding.

**SUMMARY:**

Finally, in this section, you write a brief paragraph summarising your notes and ideas so that you answer the question you started with. Once again this makes sure that you actively engage with the material and are ready with a quick response – which can be expanded upon – when it comes to the exam.

Once this has been completed and students come to review these notes some also find it useful to do a next summarising stage, writing out three to five key bullet points on the topic/answering the question.