

Tips for note-taking

	Do	Don't
Pre-reading	DO use pre-reading strategies before you start taking notes, to support your understanding of the text	DON'T launch into the reading without any preparation or context
Questioning	DO question, question, question	DON'T just accept what you read as factual, truthful or reliable
Organising ideas	DO organise your notes using subheadings, lists, capitals, underlining, colours and highlighting etc.	DON'T forget to include module/topic headings, dates or relevant assessment links
Concision	DO write brief notes, which identify the key points and summarise ideas using abbreviations	DON'T cut and paste large chunks from online documents or write notes on everything you read
Methods	DO find a system that works for you – mindmaps, linear notes, Cornell method, matrices etc.	DON'T worry about mixing or adapting strategies to suit you
Referencing	DO distinguish between your own ideas and direct quotes	DON'T forget to note bibliographic details for referencing (author, date, source etc.)
Reviewing	DO review your notes afterwards to check that they make sense and make links	DON'T forget to revise your notes, and fill in any gaps at a later date
System	DO have a system for organising your notes in folders or keep a learning journal (electronic or manual)	DON'T put off organising your notes, as it may be difficult to remember how they fit together at a later date