



ACE Quick Guide to Note taking for Lectures

Benefits of taking effective notes during lectures

Effective notetaking is an important part of **academic success**. Good notetaking will encourage **active listening**, **comprehension** of material, and **retention of information**. It also means you stay more focused during lectures and can begin to make **connections between ideas**.

Preparing to take good notes



Download materials such as **workshop slides on the VLE ahead of class**. This will provide the structure, content, and will save making unnecessary notes.



Research unknown **concepts, theoretical models, and vocabulary**, before the lecture.



Review notes from previous class sessions to help you situate the new ideas you'll learn in class.



Review assignment briefs at the start of the module. This will enable you to identify and prioritise relevant information ahead of time.



Research different notetaking frame works and strategies, e.g. Cornell, Linear, Pattern. Remember this is about developing a style that works for you.

Notetaking apps and software



Benefits of Digital Notetaking	Benefits of Handwritten Notes
Notes can be easily stored, transported and accessed .	Encourages students to be more selective with information as slower speed disallows notes to be taken verbatim.
They can also be stored using a variety of useful apps (Padlet, OneNote and Evernote).	This can aid processing of the information and memory retention (Mueller & Oppenheimer, 2014).
Relevant information can be copy and pasted into assignments, aiding efficiency .	It can also be easier to put into a visual format : for example, sketches and diagrams .

Guidance for taking effective notes during lectures



Use headings, subheadings and bullet points. Remember to date your work so that you can easily locate the information later.



Use your own words where possible to aid comprehension and formulation of ideas during assignment writing.



Create your own **visuals** and **diagrams** to help understand and link the information. Use **abbreviations** (but make sure you know what they mean!)



Use notetaking apps to help **store** and create more effective notes. **Colour code** different sections and **topics**.

Importance of Reflecting on your Notes after lectures

Reflecting on your notes (ideally a day or two) after the lecture will enable you to:



Review the course content to check for clarity and comprehension.



Organise your thoughts and determine which information is most important.



Connect information and **Identify knowledge gaps** and areas for further research.



Paraphrase course content into your own words, in preparation for assignments.



Different Notetaking styles

Visual/Pattern/Mind-mapping Notetaking

Pattern notes: more **flexible, select and connect information** as you wish. Includes **memory triggers** such as **drawings** and **diagrams**. For example:



Can help you to **remember** and recall information.

Aids learning by turning **concepts** into **images**.

Enables you to **connect** and **link** information.

Creates **meaningful engagement**, by generating ideas through colour and images.

Linear Note taking

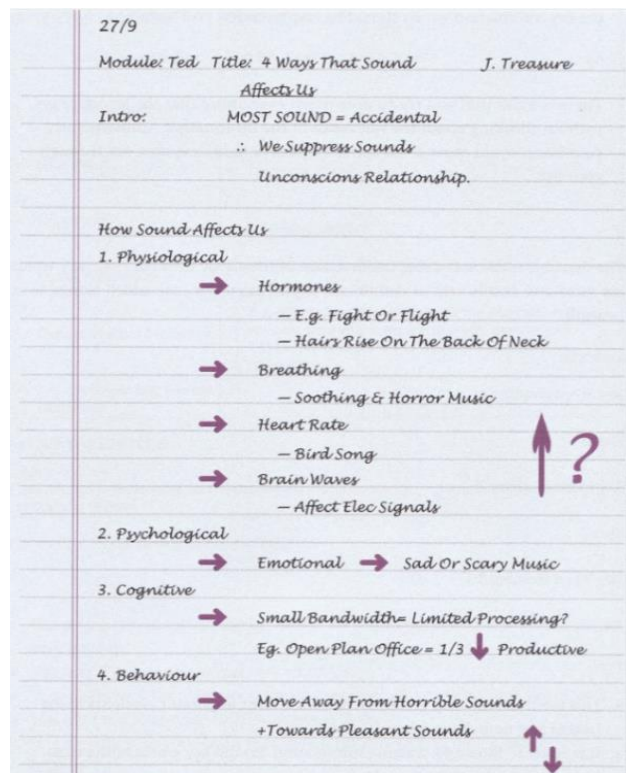
Linear notes: **identifies key points** with techniques such as **lists, bullet points, numbers, highlighting**, and **underlining**. For example:

Enables a **chronological flow** of information.

Easily **organised** via **headings** and **subheadings**.

Usually plenty of **space** to add **further details** such as **quotations**.

Easy to **review** when organised **via dates** and **headings**.





Reference List

Mueller, P. and Oppenheimer, D. (2014) *The Pen is Mightier than the Keyboard*.

Available at:

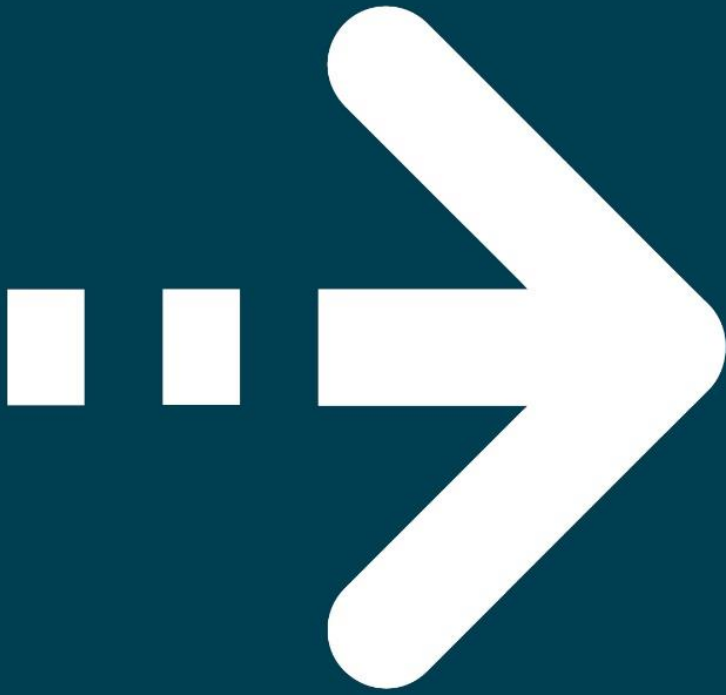
<https://linguistics.ucla.edu/people/hayes/Teaching/papers/MuellerAndOppenheimer2014OnTakingNotesByHand.pdf> (Accessed: 13 November 2023).

Sussex University (2020) *Note-making Styles*. Available at:

<https://www.sussex.ac.uk/skills-hub/note-making#main> (Accessed: 13 November 2023).

Williams, E. (2023) *Cornell notetaking system: what is it and how to use it*.

Available at: <https://pdf.wondershare.com/mobile-app/cornell-note-taking-system.html> (Accessed: 13 November 2023).



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