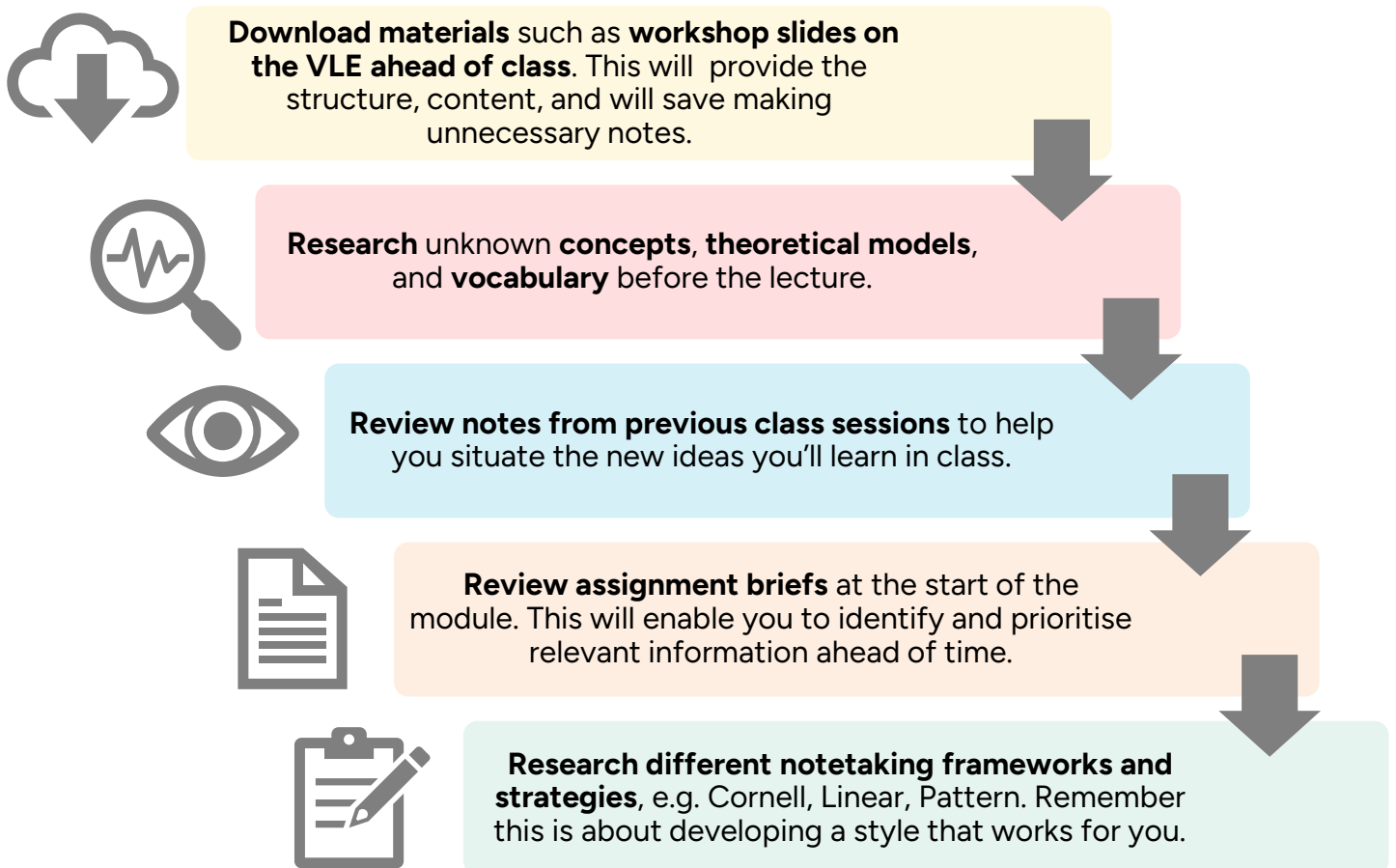


ACE Quick Guide to Notetaking for Lectures

The Benefits of Taking Effective Notes in 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



Notetaking Apps and Software

OneNote



Evernote



Padlet



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 and 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:

1

Review the course content to check for clarity and comprehension.

2

Organise your thoughts and determine which information is most important.

3

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

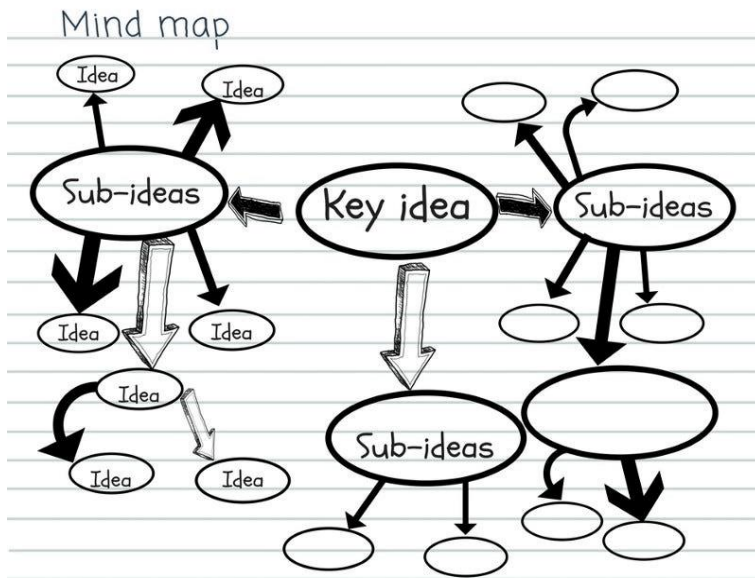
4

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

Notetaking Strategies

1. Mind-Mapping/Visual/Pattern Notetaking

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



(University of Auckland, 2018)

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.

2. Linear Notetaking/Outline Method

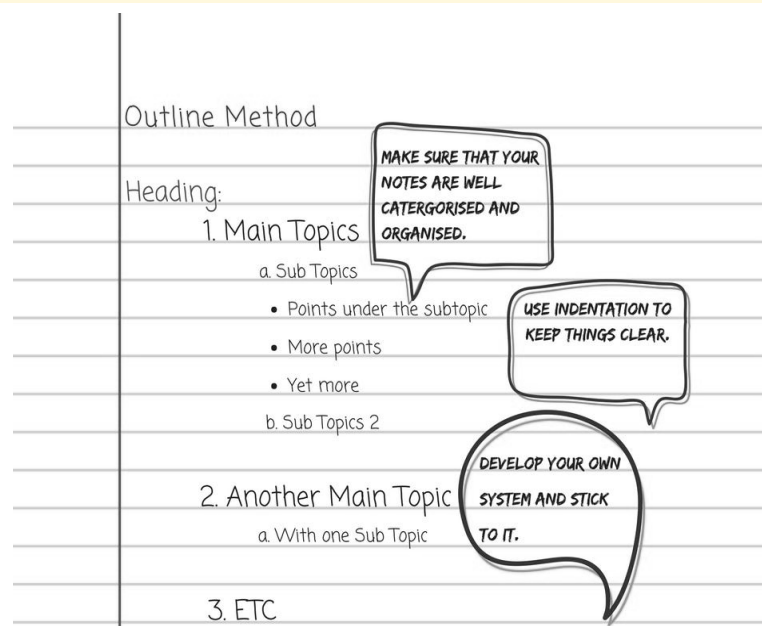
Linear notes: **outline key points** with techniques such as **lists, bullet points, numbers, highlighting, and underlining**. For example:

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**.



(University of Auckland, 2018)

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: 29 November 2024).

University of Auckland (2018) *Note Taking Methods*. Available at: <https://www.learninghub.ac.nz/study-skills/readings/note-taking> (Accessed: 10 December 2024).

Additional Resources

Sussex University (2020) *Note-making Styles*. Available at: <https://www.sussex.ac.uk/skills-hub/note-making#main> (Accessed: 29 November 2024).

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: 29 November 2024).



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