

EFFECTIVE NOTE-TAKING SKILLS

Summary

Today, we are looking at note taking techniques as we think about preparing for the transition to university style study.

What is studying at sixth form like? How do you think this will compare to studying at university?

One of the major differences is the amount of responsibility you have over your own learning. This means being active, rather than passive, during lectures where taking notes effectively will be key.

What is a lecture?

Lectures are usually in large lecture theatres or classrooms, where the lecturer will deliver the information to the whole group about the module and explain in detail. It's important to take notes in lectures, often it is not what's on the screen but rather what the lecturer is saying that is the key point.



What is a seminar?

Seminars are designed for students to talk about topics in detail, where students have to take an active part in the debate. These are usually in much smaller groups and sometimes led by the tutor/lecturer, sometimes led by students based on the tutor's advice.



Note-taking

What is note-taking?

Note taking is recording relevant information which can be from a range of sources, including:

- Text: books, websites, journals
- Verbal: lectures, presentations, podcasts
- Visual: lectures, videos, exhibitions

It is a huge part of identifying what will be useful in your assignments at university level.

“What is the point in taking notes- can’t you just access lectures online after they have been presented?”

This is not always the case, but even where the presentation slides are available online, note taking in a lecture has many benefits to your learning.

The process of taking your own notes will help you understand and retain the information better. Remember, the key and detailed information comes from what the speaker says and will not be included in the online presentation.

“But I don’t like writing, and taking notes takes me too long.”

Using the correct method can help keep your notes concise and like anything else - practice makes perfect! Effective note taking does take practice, but once you master it you will get better at focusing on the most important information and find it doesn’t require tons of writing.

Different methods and techniques

Here is a [link](#) to a short, interactive online course created by the University of Liverpool on note-taking strategies. Feel free to complete this before or after reading through the rest of this workbook.

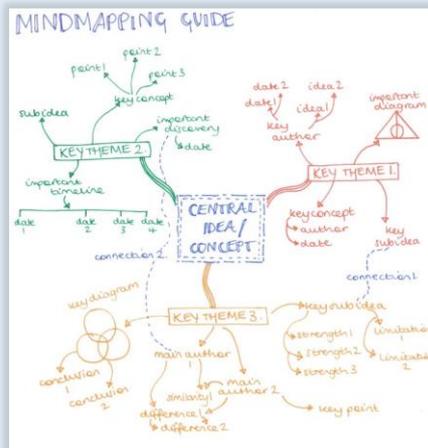


Mind Mapping

A mind-map is a visual way to represent ideas and concepts. It's a diagram displaying information and theories around a central idea.

How to create a mind map

- 1). Choose your central idea: draw a picture or write a keyword/phrase in the centre of a blank piece of paper
- 2). Add branches for key themes: decide on the most important words or short phrases relating to your central idea. Add these and connect them to the central idea with thick lines - 'branches'
- 3). Add keywords/phrases using sub branches: expand on the key themes by adding sub ideas and information. These could be important dates, examples, authors, models, theories, strengths, limitations, diagrams...etc.
- 4). Look for gaps and connections: see where you can add more sub branches and info. Look for where you can add lines to show connections between ideas.



Other methods to research

There are MANY different methods of note-taking available online. If the ones covered today don't work for you, do some research- starting with the links found in our signposting page which can be found on day 5 where you will find greater detail on different techniques, including real examples of how they can be used.

And if you have not had a chance to look at this short course here is a [link](#) again.



Activity

(Answers at the bottom of the page)

Quiz - Super volcanoes

1. What are the consequences of 1815's eruption?
2. What causes a "volcanic winter"?
3. What causes an "explosive caldera"?



If you have any questions, you can live chat a member of our team [here](#).

We'd love to know if you found this resource helpful, let us know [here](#).

Answers to activity

1. What are the consequences of 1815's eruption?
Heavy rain and colds - floods
Odd coloured snow
Famine
Disease
NE Strange fog - June frozen ground
Year without a summer
2. What causes a "volcanic winter"?
Volcanic ash blanketing sky
Sulphur dioxide in the stratosphere blocks solar rays and cools
3. What causes an "explosive caldera"?
Volcan/ Mountain collapses in previous eruption
No escape for magma or gases
Magma/gas accumulates and eventually booms