

The LSS 'How to' Series



A1

Taking notes

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Taking notes during lectures can serve a number of purposes.

- Of course, it helps you remember what was said in the lecture.
- The act of taking notes can help you stay engaged and listen actively during the lecture.
- Your notes can be a useful way of organising and understanding what you have learned.

The tips in this guide will help you take notes and revise them later.

Note Taking Tips

- Use shorthand to write faster. Figure out what works for you. Some people leave out vowels, others have special codes. Anything is acceptable as long as it helps and you can understand it later.
- Prioritise writing what's really important. Don't waste time writing minor details or points that you will definitely remember later; focus on the main points.
- Don't forget to write the date and topic on each page or section of your notes.
- If you are writing your notes by hand, be sure that you will be able to read your handwriting later, even if you have to write quickly.
- Try different techniques to help you stay organised. You might try using different colours, sections of the page, or symbols to quickly separate topics.
- If you have difficulty with writing by hand quickly, using your laptop may be an option. Check with your lecturer. The Assistive Technology office may also be able to help you with useful tools.

Revising tips

- Take breaks and rest between study sessions. Research shows that numerous short sessions spread out over a long period of time are more effective than one long session.
- Try to revise your notes at least once within 24 hours of the lecture and vividly remember as many details as you can from the lecture. This will help cement the information in your mind.
- Remember that the notes are not everything — their purpose is to remind you of the material. You still have to work to make connections between facts and ideas, which will make everything easier to remember.
- To make sure you understand what your notes are about, try explaining them to someone else.