

# Note Taking

At university, note taking is an essential skill that is used in lectures, tutorials and to study.

Note taking should be active and creative. Lecture notes cannot possibly be written out verbatim; instead, they should focus only on key ideas, details and definitions.

- Take **notes in your own words** as much as possible as it helps you to engage with the material.
- Make **full use of the space** on the page.
- Try to **keep your handwriting clear**, neat and simple. It needs to be legible when you look at it at a later date.
- Write **full details of the lecture title, module, lecturer and date** at the top of the page. This will help you keep your notes organised.
- **Employ headings, subheadings, bullet points, underlines** (for emphasis); numbered lists, arrows (to show relationships) and diagrams (such as grids, timelines, and spider diagrams).
- You may find you can write quicker using **text-speak**. Remember that this is not an appropriate medium to use in essays or official correspondence (including emails).
- Develop your own **subject-specific shorthand** such as 'p-mod' = post-modernism; sftwr = software; and chrn = chromosomes.
- **Employ abbreviations** to allow you to write more quickly. For some commonly used abbreviations have a look at our hand-out provided [here](#).
- **Review the notes after the lecture** when the important information is still fresh in your head. Check your notes for legibility, add any words or phrases to improve clarity, follow up on any references made to useful reading material, and/or contact your tutor if you are having any issues with the material. By reviewing your notes shortly after the lecture potential problems can be dealt with quickly.
- For more information on note taking **have a look at our further material!**

