

The Top 10 Note-making Tips for All Students

- 1) DO NOT write everything that the teacher/lecturer says, down
- 2) Use lined paper for notes – A4
- 3) **At the high school level** - divide each page vertically 1/3, 2/3
- 4) Write all class notes on the 2/3 side
- 5) Change colours for each new idea
- 6) Listen for ideas
- 7) Only write the minimum that helps you understand
- 8) Each night read over all the notes you took that day, pull out the key points, the main ideas and write them in summary form in the 1/3 column – using words, pictures, diagrams, flow-charts etc
- 9) **At the university level** – use one hard-backed exercise book for each subject, instead of dividing the pages 1/3, 2/3 use every right hand page for writing notes in lectures, use the left-hand page for the nightly summaries
- 10) If you are left handed swap everything around the other way