

## Tips on notetaking

Note taking is an important academic skill . Making clear concise notes in your own words does two important things:

- x Helps you store, understand and recall information.
- x Helps prevent plagiarism.

There are two different methods of note taking. They are often described as either linear or non-linear .

Regardless of your preferred method of notetaking, here are a few general tips:

1. Note taking during a lecture is easier if you have prepared , for example, read handouts, gone through the slides prior to the lecture, done background reading, know what to expect.
2. Do not copy down the slides or transcribe what the lecturer has said. Think about the information being delivered and write it in your own words.



3. Be economical with words. Do not try to write sentences, just key terms and main points.
4. Use easily recognisable shorthand, symbols or abbreviations.
5. If you miss a bit or do not understand something fully, make a note including the slide number, to revisit it or ask the lecturer a question.
6. Note down citations or references used in a lecture. They may prove useful as a starting p