

## A few essential points on note-taking

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### 1. Why take notes?

- Lecture capture is used widely in the university
- Students often record lectures with mobile devices
- Lecture and seminar notes are available on Blackboard
- What advantages does a student who takes notes have?
- Spontaneous interpretation of ideas that are not in the notes
- Remembering points that occurred to you at the time of the lecture, which are often lost soon after
- Organization of extensive amounts of material to fit your own learning
- Without notes the percentage of remembered ideas decreases by more than 50% within one hour

### 2. Types of lecture

- Reading style: read from notes or from PowerPoint
  - Positive: Extensive notes already made
  - Negative: Difficult to follow as speech follows written patterns
- Conversational style: informal and may not include notes at all
  - Positive: Engaging as a spontaneous talk and potentially more memorable
  - Negative: Notes unavailable and depends very much on students themselves to take notes to interpret ideas
- Rhetorical style: information drawn from outside lecture and associated lecture notes
  - Positive: Use of anecdotes and examples to increase interest and understanding
  - Negative: Range of examples is not recorded in lecture notes and depends on students to note sources

### 3. Topic-relation notes

- Topicalizing: writing down a word or phrase to represent a section of the text.
- Translating: writing down a first language equivalent of the topic.
- Copying: writing down verbatim from whatever is said or projected
- Transcribing: writing down verbatim what the lecturer has said.
- Schematizing: inserting graphics to organize or represent a topic or relationship.

(Rost, 1990)

### 4. Concept ordering

- By sequence: listing topics in order, numbering.
- By hierarchy: labeling notes as main point (key finding, conclusion, etc.) or example (quote, anecdote, etc.).
- By relation: left-to-right indenting, using arrows, dashes, semi-circles, or = signs to indicate relation among topics.

(Rost, 1990)

### 5. Focusing notes

- Highlighting: underlining, bullet points, circling topic words.
- De-highlighting: writing things in smaller letters or use of parentheses.

(Rost, 1990)

DO	DO NOT
<ul style="list-style-type: none"><li>• Attend all lectures</li><li>• Take your own notes</li><li>• Review lecture through video recording if available</li><li>• Review lecture notes and your own notes on the same day</li><li>• Organize your notes into a meaningful record of the lecture</li></ul>	<ul style="list-style-type: none"><li>• Do not depend on lecture notes alone: you can interpret them but they can't interpret you</li><li>• Do not try to write down everything</li><li>• Do not be distracted by your mobile phone, tablet or laptop: Facebook, Twitter and e-mail can wait</li></ul>