

# Note Taking

The purpose of notes is to help jog your memory when studying for exams, or when writing an essay.

## Note taking: Lectures

- Read over notes from previous lectures before your next lecture/class.
- Find out what unfamiliar words mean.
- Only write key points (names/dates/statistics).
- Always use diagrams where possible.
- Use different coloured highlighter pens.
- Colour code handouts according to the class/subject.
- Ask your lecturer about anything you are not sure of.
- Read notes after the lecture.
- Some people find it helpful to record all or part of the lecture, with the lecturer's permission.

## Note taking: Research

- Date each page of notes.
- Write down the source details – you may need this later.
- Keep a goal in mind – write it at the top of the page of notes.
- Keep notes to a minimum – do not copy large chunks.
- Check vocabulary you do not understand.
- Check the date the material was written – is it relevant?
- Use colour/boxes/numbering/diagrams.
- Set yourself questions and then answer them.

## Note-taking techniques

### Mindmapping

See Dyslexia Scotland's leaflets on this at [www.dyslexiascotland.org.uk/our-leaflets](http://www.dyslexiascotland.org.uk/our-leaflets)

### Outlining

Using main headings and sub-headings, numbering and bullets to show major items and ideas which link to them.

## The Cornell System

A simple way to increase recall:

### Keywords & Questions

What was the topic of the lecture, what were the key themes?

What questions do you have about the materials?

What questions might be asked of you in a test or essay?

This will help you process the information, as well as providing a handy study tool when revising for exams.

### Note taking section

Use this section for the important parts of the lecture or book.

Try to avoid long sentences so you can make better use of the space.

You can use outlines or mindmaps, or whatever suits you.

### Summary

Fill in this section within a day after the lecture. Revise the notes and questions and write a summary of the information on the page.

This helps you process the information by forcing you to use it in a new way.

## Resources

- How to take notes  
<https://www.youtube.com/watch?v=AffuwyJZTQQ>
- Cornell system  
<https://www.youtube.com/watch?v=WtW9IyE04OQ>
- Mindmapping  
<https://www.youtube.com/watch?v=wLWV0XN7K1g>
- Texthelp study skills  
<https://www.youtube.com/watch?v=Vr9MwX-Xads>
- My Study Bar – which you can find in EduApps:  
<https://www.eduapps.org/>
- Dyslexia Scotland leaflet  
[www.dyslexiascotland.org.uk/our-leaflets](http://www.dyslexiascotland.org.uk/our-leaflets)
- Dyslexia Scotland Helpline 0344 800 8484  
or [helpline@dyslexiascotland.org.uk](mailto:helpline@dyslexiascotland.org.uk)



Dyslexia Scotland

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