

### What should I capture in my notes?

- Harvard references.
- Questions you hope to answer.
- Arguments, quotations or examples that link to your research.
- Your analysis of the information. What does it show? How does it link to your research? How does it relate to other sources?
- Further research such as names or areas to look at next.



(Godfrey, 2014, pp. 101-103)

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# Making Notes Memorable

- Aim to make notes easy to access and understand.
- Place clear headings and spaces between topics.
- Use abbreviations and symbols.
- For important information, try highlights, underlines or boxes.

### **Linear Notes**

- Information is taken down line by line.
- The example beside (Open University, 2019) uses headings, spaces, questions and bullet points to make information more memorable.

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	Experiences & being marginalised? Indusian - a chicle can a serve Index for Indusian Consider aun context
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#### **Example of Linear Notes**

### **Visual Notes: Mind Mapping**

- To make a mind map, try these steps from Buzan (2002, pp. 28-32):
- 1. Start with image/word in the centre.
- 2. Create branches out from the centre.
- **3.** Write your main ideas as you add these branches.
- 4. Make smaller branches (associated ideas) stem from the main ideas.
- 5. Use images and symbols to represent ideas.

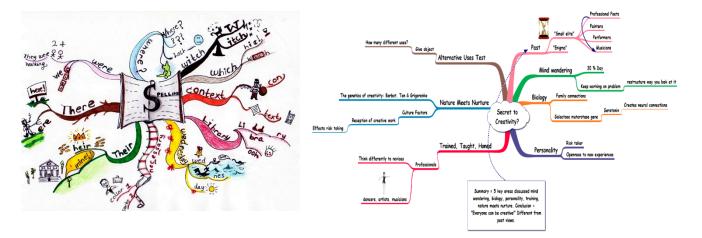
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Examples of drawn and digital mind maps:



# **Cornell Notes**

- Take your notes as usual in the **note**taking column (1).
- Afterwards, use the cue column (2) to act as a prompt with key words or questions.
- The summary section (3) gives an overview. It may help to note useful parts/pages and additional sources to research.

2. Cue Column	1. Note-taking Column
Key words or questions.	Harvard reference/title of lecture.
	Write down main arguments/points.
	<ul> <li>Capture key quotations/examples and page numbers.</li> </ul>
	Note your comments on the information.
	3. Summary
What wa	as the source/lecture about?

# The following texts were used for this guide:

- Buzan, T. (2002) *How to mind map*. London: Thornton.
- Cornell University (no date) The Cornell note-making system. Available at: http://lsc.cornell.edu/wp-content/uploads/2016/10/Cornell-NoteTaking-System.pdf (Accessed: 31 May 2019).
- Godfrey, J. (2014) Reading and making notes. 2<sup>nd</sup> edn. Basingstoke: Palgrave Macmillan.
- Open University (2019) *Linear notes*. Available at: https://help.open.ac.uk/taking-notes-from-speech (Accessed: 31 May 2019).

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