Some tips and advice about taking notes...
Notetaking...

• The activities set across the next few weeks cover a range of styles, e.g. comprehension questions, summary circles, info grids, general note taking. What these all have in common is that they require you to select and record information so that you will understand what you have written at a later date.

• The following slides are a compilation of advice about general note taking.

• Each of you will have your own preferred ideas / methods, but consider these general principles for effective notes...
At the start of each new activity, clearly label the page with:

- The overall topic area / title
- The info resource (e.g. textbook and page numbers)

### Tips on Notetaking

- ✓ Read a section of text, pause to think about what is important, and then write your notes.
- ✓ Consider the main ideas and supporting details as you read. A structure like boxes and bullets can help you organize your notes.
- ✓ Instead of copying from the text, put the information in your own words. (If this is hard, don’t look at the original text when expanding notes.)

### Note Taking Tips

**Use Key Concepts**

- Only record the most important words and ideas. Do not write everything.
- Use symbols, incomplete sentences, and abbreviations to keep notes short & quick.
- Put ideas into your own words in your notes. Try not to copy your source word for word.

**Be Brief**

- Keep track of important source info. Author such as:
- Go over your notes again ASAP. Make sure you understand the important concepts.

**Paraphrase**

- Key:
- Date of important source
- Source info
- Author
- Topic

**Record Sources**

- Review:

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**5 Tips for Effective Note-Taking**

01. WRITE, DON’T TYPE.

02. WRITE KEY CONCEPTS NOT FULL SENTENCES.

03. USE VISUALS.

04. TRY PROVEN NOTE-TAKING METHODS:
   A. OUTLINE
   B. CORNELL
   C. MIND MAP

05. ENGAGE WITH YOUR NOTES.

More actionable tips at www.productiveandfree.com
Cornell note taking...

1) Title

2) Main notes section

3) Pick out key points from main notes.

4) Summarise

You could use this method for taking notes from Historian’s articles – for each page of the article follow this approach which separates out the key ideas, more specific detail and your summary of the core knowledge and opinions.
Outline method

This is about keeping notes organised with clear headings, followed by succinct bullet / numbered points and subheadings.

Use colour and arrows to highlight really key detail and link sections together.

Keep your format consistent across different lessons / topics.
Guided reading...

• You could approach academic articles / chapters from an Historian’s book with a ‘guided reading’ strategy to help break down what could seem like an overwhelming task.

• For each paragraph...
  • Highlight the key detail
  • Give the paragraph a summary title / caption (write this to the left of the paragraph)
  • Summarise the paragraph into 2 or 3 bullet points (write these to the right hand side of the paragraph).
Mind-mapping

Stick to some general principles to make mind-maps effective:
- Main topic in the centre.
- Each branch is a subheading / connected topic
  - Add specific detail to these branches
- Spread out the info, don’t squash into the corner of a page

Consider using a core colour scheme to keep your notes consistent.

Add images / diagrams to help consolidate the info.