SKILLS@LIBRARY
THE UNIVERSITY LIBRARY

Note taking

Aim: discuss how to make effective notes in lectures.

Technique: group exercises and discussion.

Resources

Room facilities
Computer with projection
Whiteboard
Whiteboard marker pens

Take with you

Online
Note taking in classroom infographic
Note taking in digital classroom infographic

Timings (minutes)	Activity
0 – 10	(Before the session ask everyone to bring in some notes from their last lecture.) Begin the session by asking everyone to swap notes with someone else and brainstorm what people do differently and encourage them to share ideas about different techniques. Stress that no one way is the 'correct' way and it takes time to find a style that works well for you. There are however general tips that help such as always making sure you make a note of the source etc. It may be worth having a look through this Skills@Library tutorial, which has lots of useful tips.
10 – 20	You could get everyone to have a think about what types of learner they are and how that relates to how they make notes. Here's an fun infographic about it:

UNIVERSITY OF LEEDS

20 – 40	You could watch 10 minutes of a YouTube/ TED talk (anything that's relevant to your course) and get everyone to make notes, in a style that is different to what they usually use, on it. Then split them into a few groups and discuss whether they felt the new style improved their note taking techniques or not and why. Then regroup and brainstorm ideas about what works well and why.
40 – 50	Wrap-up session: • You could point everyone towards some of the infographics if they want some easily digested information • Tip: You could even suggest that students include a PASS/PAL column in their notes to add questions that they might want to discuss with each other in the next session.