

STUDY AID 1: NOTE-TAKING SKILLS

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Aims

The study skills learnt in this section should enable the student to: -

- Understand the purpose of note-taking
- Begin writing good quality notes
- Avoid repeating any source material '*ad verbatim*' (word for word)
- Distinguish between nucleated and sequential notes
- Know the advantages and disadvantages of nucleated and sequential notes
- Distinguish between good and bad note-taking
- Develop an effective storage system

Section 1: Opening Comments

NOTES are the written summaries of lectures, literature and any other form of audio-visual material. **NOTE-TAKING:** the activity of compiling notes (often in an orderly manner) to store information and to aid revision

Section 2: Reasons for Note-Taking

Note-Taking serves to: -

- 2.1 Draw together different ideas
- 2.2 Make sense of a written text
- 2.3 Organise information into a logical sequence
- 2.4 Provide the basis for a more complete written work
- 2.5 Record key facts
- 2.6 Provide a succinct summary of what's been said or written
- 2.7 Show the connections between certain points
- 2.8 Record original ideas and thoughts
- 2.9 Help formulate conclusions
- 2.10 Keep the mind alert and active
- 2.11 Trigger or jog the memory
- 2.12 Clarify thinking
- 2.13 Focus attention
- 2.14 Assist reference and revision
- 2.15 Aid the assimilation and learning of new information

Note-taking should only rarely be used to take things down *`ad verbatim'* (word for word)

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