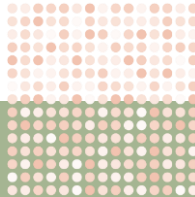




GLION SELF-HELP SERIES

Learning Support



Note-taking methods



Effective note-taking helps you understand, remember, and use information from lectures, readings, and research. It's not just about writing things down — it's about organizing ideas so you can use them later.



Why take notes?

Stay focused: Taking notes keeps you engaged during class or reading

Understand better: Writing helps you process and summarize information

Remember more: You retain more when you review well-organized notes

Prepare efficiently: Good notes make studying and writing assignments easier



Step-by-step: how to take effective notes

1 Be prepared

- Bring your materials (laptop, notebook, pens, or tablet)
- Review previous notes or slides before class
- Set up a consistent system (date, topic, headings)

2 Listen or read actively

- Focus on main ideas, not every word
- Identify keywords, definitions, and examples
- Mark what your lecturer repeats, emphasizes, or writes on the board

3 Use an effective note-taking method

- Different methods work for different situations — try a few and find your fit:

Method	Best For	How It Works
Cornell Method	Organizing and reviewing after class	Divide the page into 3 sections: <i>Notes</i> , <i>Cues</i> , and <i>Summary</i> . Write key ideas on the right, cues/questions on the left, and a short summary at the bottom.
Outlining Method	Structured topics (lectures, textbooks)	Use headings and sub-points in a hierarchy (I, A, 1, a). Shows relationships between ideas.
Mapping Method	Visual learners, complex concepts	Use diagrams, arrows, and branches to connect key ideas and examples.
Charting Method	Comparing information	Use columns to organize data (e.g., advantages/disadvantages, causes/effects).
Sentence Method	Fast lectures	Write each new point as a short, separate sentence. Useful when speed matters.

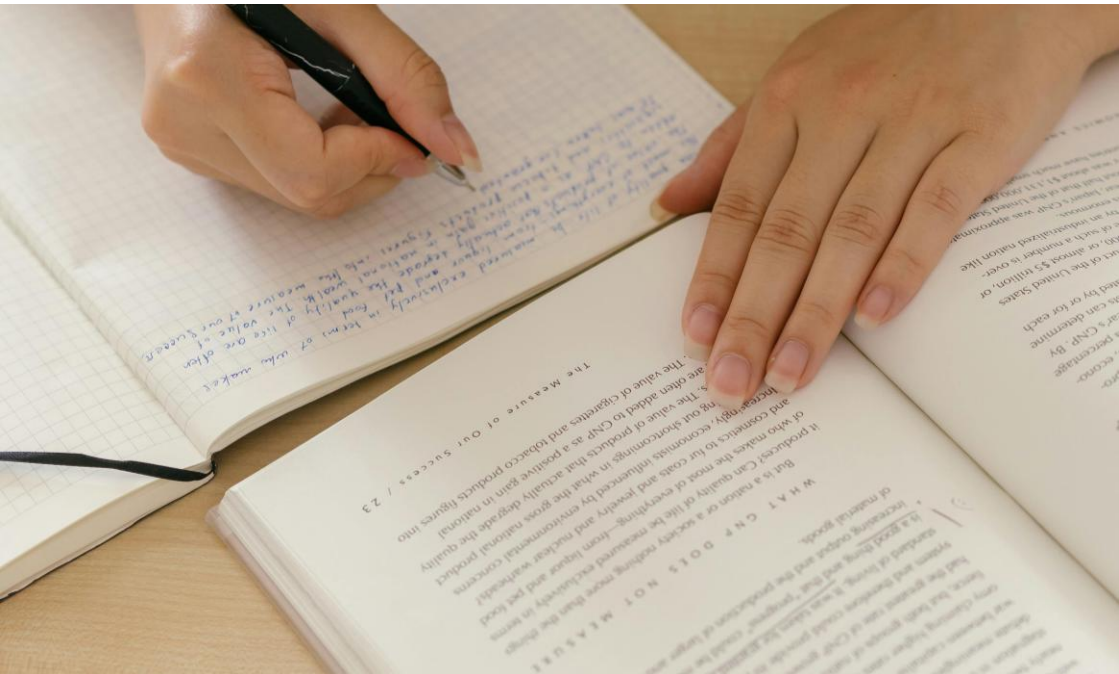


4 Review and revise

- Read through notes within 24 hours
- Highlight or color-code key points
- Add questions, summaries, or missing details while it's fresh
- Reorganize into mind maps or digital flashcards if helpful

5 Combine with digital tools

- OneNote / Notion / Evernote: Store and tag notes for easy retrieval
- Google Docs: Collaborate and share notes with classmates
- Zotero Notes: Link reading notes directly to your references [more details here: <https://www.zotero.org/support/notes>]
- Voice-to-text apps: Record key ideas if permitted





Tips & Tricks

Don't copy slides: Write what's explained, not just what's shown

Use abbreviations and symbols (e.g., ↑ for increase, → for leads to)

Keep it tidy: Clear structure saves time later

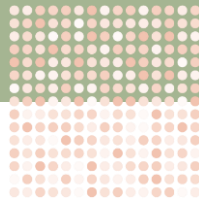
Revisit weekly: Regular review improves long-term memory

Link notes across courses: You'll start spotting connections between subjects



More information on the
Library website here:





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