

## Notes from Textbooks

You will probably find these notes easier to make as you will have more time to spend making them. Try to be strict with yourself and only note what is essential.

It may be possible to photocopy or obtain the text again, so ask yourself if you really need to take notes.

If you do, then use your own words, keep quotes to a minimum and record details of the text such as the title, author, volume, publisher, year, etc.

Generally, main points are found in the first and last sentence of a paragraph. Many textbooks also summarise the significant ideas at the end of chapters and/or sections.

## Storing Your Notes

Decide on a suitable system to store your notes, e.g. chronological, alphabetical, numerical, or topical.

Take into account that you will be updating and adding to your notes.

Some storage methods include:

**files, computers, notebooks** and **index cards**.

Do not store all of your notes in one place. They could be lost, stolen, ruined or even shredded. Take good care of them!

Learning Support  
1<sup>st</sup> Floor, All Saints  
Building  
Oxford Road  
Manchester  
M15 6BH

Tel: 0161 247 3491  
Minicom: 0161 247 3374  
Fax: 0161 247 6852  
E-mail: [l.support@mmu.ac.uk](mailto:l.support@mmu.ac.uk)  
Website: [www.mmu.ac.uk/l-su](http://www.mmu.ac.uk/l-su)



## The Learning Support Guide to: **Note Making**

This is something that you will find yourself doing all the time as a student. You will quickly discover just how many notes you have made by the weight and size of your files!

At first you may be tempted to note down everything you hear and read but you will find this will prove impossible to do and is rather pointless. It is better to listen during the lectures so that you know you have understood the content.

There is no single correct way of taking notes. You will find that you develop your own style and system to suit you. All that matters is that your notes are useful to you and will help you with your coursework and exams. You will soon become skilled at note taking.

## What Are Good Notes?

Effective notes should be:

- Concise and accurate.
- Include the key points.
- Easy to understand, even months later.
- Organized in a meaningful way.

## Some Tips on Making Notes

- Only note essential details.
- Only write on one side of the paper.
- Use headings and subheadings.
- Number your headings.
- Use abbreviations and symbols.
- Leave space for additional comments, notes and reflections later on.
- Add colour when you write up your notes to show different ideas. For example, different theories, applications & criticisms.

## Notes from Lectures

Here is a quick and useful way to make notes in lectures:

5cm margin	Main notes	6cm margin
Notes of questions and comments that come to mind as you listen.	Write notes made during lecture.	Space for reflection and thoughts.

**Leave space for corrections, discussion and additions in tutorial seminars, self help groups, and individual study time.**

## Linear Notes

- A linear style of writing notes is the traditional method most used by students.
- Written from left to right on lined paper
- Read from the top of the page to the bottom
- Use trigger words to retain mental images of key concepts and ideas.

*LECTURE: ROLE OF GOV. IN ECONOMY      DATE: 5/11/06*

*LECTURER: J. SMITH*

*1. ECONOMIC POLICIES*

*1.1 OBJECTIVES*

*i. CONTROL OF INFL.*

*ii. REDUCTION ON UN.*

*iii. ECON. GROWTH*

## Mind Maps

A coloured, visual presentation of key concepts, images and important definitions. Mind maps focus on the topic and map the associated ideas and connectives.

Use a 6 cm right hand side margin to note definitions, rules, case law, formulae, examples, etc.