Quick tips - organising your notes

① Organise your notes.

② Ensure quotes are distinguishable.

③ Make your notes concise.

④ Give some thought to what you are writing.

⑤ Note keywords, phrases and main ideas.

⑥ Use abbreviations .

⑦ Personalise your notes to make them more memorable.

⑧ Leave plenty of space to go back and add notes later.

⑨ Include the full source of the information so you can find it later if you need to.

Note making purposes and the techniques that work best

UNDERSTANDING

- Audio
- Cornell

REFLECTING

- Audio
- Mindmaps/ Pattern notes

REMEMBERING

- Audio
- Colour-coding
- Cornell
- Flashcards
- Index cards
- KWL

ASSIGNMENTS/ SYNTHESISING

- Cornell
- KWL
- Linear notes
- Mindmaps
- Question matrix

Software available through the Electronic Software Delivery System

As mentioned in this resource there software available to create Mindmaps. Two of these tools are available through University of Manchester's electronic delivery system.

MindGenius 2005

MindManager

Click here to be taken to the electronic delivery system website:

http://www.software.itservices.manchester.ac.uk/