

**Quick tips - organising your notes**

[www.escholar.manchester.ac.uk/learning-objects/mle/note-making/story\_content/external\_files/tips.pdf](https://www.escholar.manchester.ac.uk/learning-objects/mle/note-making/story_content/external_files/tips.pdf)



1. Ensure quotes are distinguishable.
2. Make your notes concise.
3. Note keywords, phrases and main ideas.
4. Use abbreviations.
5. Personalise your notes to make them more memorable.
6. Leave plenty of space to go back and add notes later.
7. Include the full source of the information so you can find it later if you need to.



**Note making purposes and techniques**



**4. Assignments/ Synthesising**

* Cornell notes
* KWL (Know, Want to know, Learned)
* Linear notes
* Mind maps
* Question matrix

**3. Remembering**

* Audio
* Colour-coding
* Cornell notes
* Flashcards
* Index cards
* KWL (Know, Want to know, Learned)

**2. Reflecting**

* Audio
* Mind maps/ Pattern notes
* Linear notes
1. **Understanding**
* Audio
* Cornell notes



[www.escholar.manchester.ac.uk/learning-objects/mle/note-making/story\_content/external\_files/tips.pdf](http://www.escholar.manchester.ac.uk/learning-objects/mle/note-making/story_content/external_files/tips.pdf)