



## What do I capture?

- Harvard reference.
- Questions you hope to answer.
- Arguments, quotations or examples that link to your research.
- Your analysis of the information. What does it show? How does it link to your research? How does it relate to other sources?
- Further research such as names or areas to look at next.



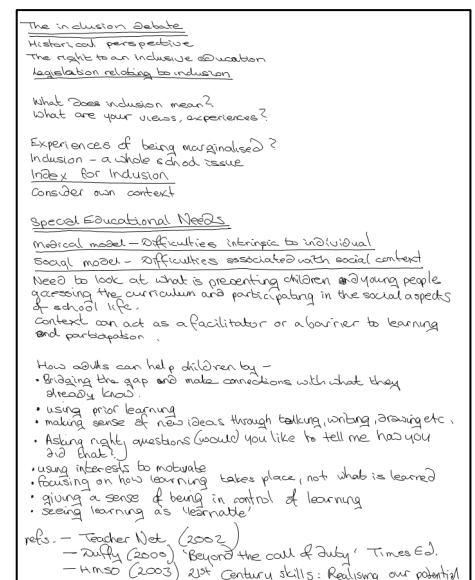
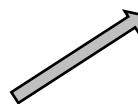
(Godfrey, 2014, pp. 101-103)

## Making Notes Memorable

- Aim to make notes easy to access and understand.
- Place clear headings and spaces between topics.
- Use abbreviations and symbols.
- For important information, try **highlights**, underlines or **boxes**.

## Linear Notes

- Information is taken down line by line.
- The example beside (Open University, 2019) uses headings, spaces, questions and bullet points to make information more memorable.



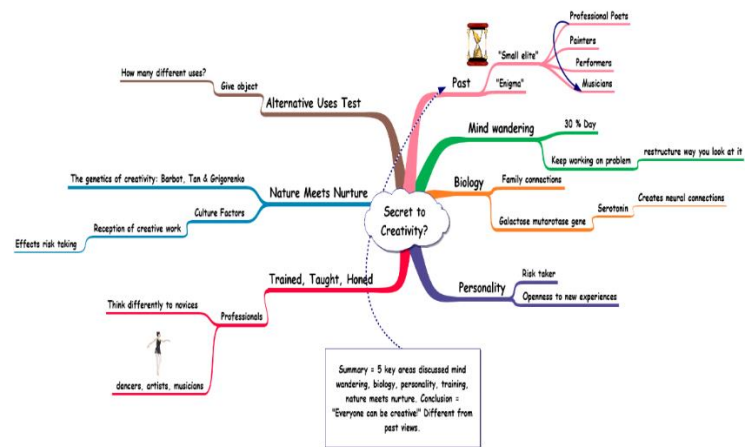
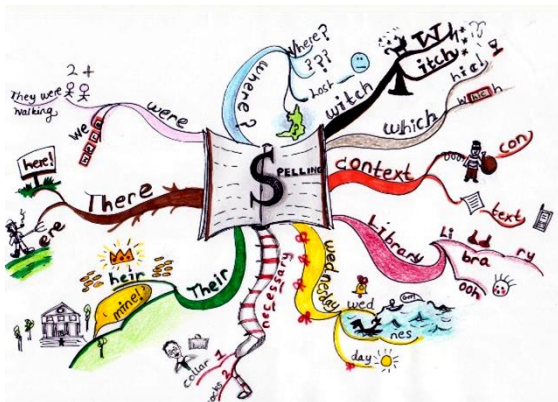
Example of Linear Notes

## Visual Notes: Mind Mapping

- To make a mind map, try these steps from Buzan (2002, pp. 28-32):
1. Start with image/word in the centre.
  2. Create branches out from the centre.
  3. Write your main ideas as you add these branches.
  4. Make smaller branches (associated ideas) stem from the main ideas.
  5. Use images and symbols to represent ideas.



## Examples of drawn and digital mind maps:



## Cornell Notes

- Take your notes as usual in the **note-taking column (1)**.
- Afterwards, use the **cue column (2)** to act as a prompt with key words or questions.
- The **summary section (3)** gives an overview. It may help to note useful parts/pages and additional sources to research.

|   |   |
|---|---|
| <p><b>2. Cue Column</b></p> <p>Key words or questions.</p>  | <p><b>1. Note-taking Column</b></p> <ul style="list-style-type: none"> <li>• Harvard reference/title of lecture.</li> <li>• Write down main arguments/points.</li> <li>• Capture key quotations/examples and page numbers.</li> <li>• Note your comments on the information.</li> </ul> |
| <p><b>3. Summary</b></p> <ul style="list-style-type: none"> <li>• What was the source/lecture about?</li> </ul> |   |

## The following texts were used for this guide:

- Buzan, T. (2002) *How to mind map*. London: Thornton.
- Cornell University (no date) *The Cornell note-making system*. Available at: <http://isc.cornell.edu/wp-content/uploads/2016/10/Cornell-NoteTaking-System.pdf> (Accessed: 31 May 2019).
- Godfrey, J. (2014) *Reading and making notes*. 2<sup>nd</sup> edn. Basingstoke: Palgrave Macmillan.
- Open University (2019) *Linear notes*. Available at: <https://help.open.ac.uk/taking-notes-from-speech> (Accessed: 31 May 2019).