



STUDY GUIDE

MAKING NOTES

Reading and note-making are closely linked, and the quality of your notes will certainly be reflected in the overall quality of the academic work that you produce, such as essays and your answers to exam questions.

The point of reading is not to commit the whole text to memory, but to understand the main principles. Being creative with your notemaking can help this, so that more than just making a record, you are fully processing material as you go. There are many different ways of making notes, some more successful than others, and you need to find a system that works for you as both a recording and a learning process. Linear notes but especially visual notes can help you to work out the interconnections between key points and ideas. Remember to always include references with your notes.

The final stages of the reading process include reflecting on what you have read and the notes you have made; re-reading it/them for clarification and increased understanding; reformulating for commitment to memory; and revising for recall.

CHECKLIST

- Plan your reading into manageable chunks
- Pick the best time of day and the best place to read
- Be selective; ensure the material is relevant
- Practice using a range of techniques to improve proficiency
- Start with a pen in your hand
- Make notes on the important points/arguments
- Keep track of references in your notes
- Reflect and re-read to ensure understanding
- Read aloud when proofreading, starting from the end

Recommended resources

Fairbairn, G. (2001) *Reading at university, a guide for students*. Buckingham: Open University Press.

Rowntree, D. (1976) *Learn how to study*. London: Macdonald and Jane's.

University of Hull (2009) *Study Guide Advice Centre*. Available at: www.hull.ac.uk/studyadvice (Accessed: 5th May 2009)



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