Lecture Notes

1. Don’t try to write everything down
Just capture the key points – get them clear in your own mind.

2. Print off PowerPoint slides as handouts before the lecture
Often the slides for the lecture are already on Canvas – print them off as handouts (3 per page) and a picture of the slide with lines alongside for extra notes. This means you won’t be tempted to write everything on the slide again – just annotate them instead.

3. Learn some abbreviations (or make up your own)
This website has a list of abbreviations for common words and phrases: http://www.essayzone.co.uk/blog/how-to-take-lecture-notes-quickly-common-abbreviations-and-symbols-for-students/. This can help you speed up your notetaking.

4. Make patterned notes/mind maps/illustrated notes
Not everyone likes doing this, but you may be able to understand and recall things better if you illustrate or lay your notes out in a more pictorial fashion.

Mind mapping is particularly popular as it allows you to show links between different parts of your notes too.

5. Use the Cornell Note Taking method
An alternative is the Cornell method where you divide your page as shown here. Use the main area for the majority of your notes, but use the left margin to pick up main ideas, key points, questions etc.

Use the summary section at the bottom to summarise each page of notes the following day (this well help you with recall and make revision a lot easier).

6. Use technology to help
Consider using a notetaking app like EverNote – this works on all devices and syncs between them so you are never without your notes. You could even try recorder apps like Lecture Monkey or AudioNote where you can write notes at the same time as recording the sound of the lecture – they will sync too so you can find something in your notes and then play back the lecturer’s words to make sure you understood it.