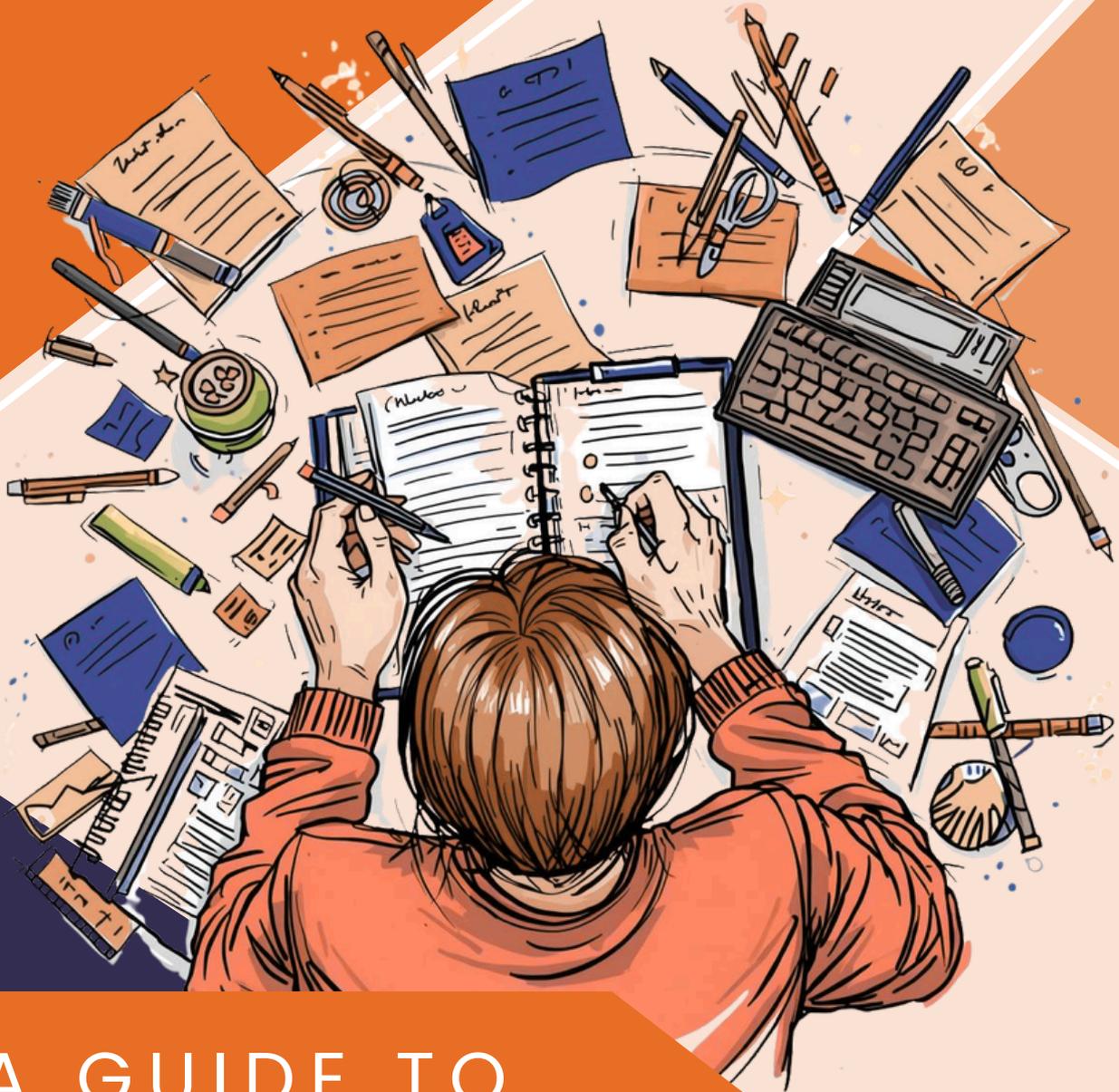




Country
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SNOWY MONARO



A GUIDE TO NOTE TAKING

Developed by CUC Snowy Monaro



PURPOSE OF DOCUMENT

This guide is designed to assist students with note-taking skills and provide them with necessary resources.

CHARTING METHOD

Organising your notes using the charting method allows you to organise ideas/topics into categories and visualise the relationships. Think of it as a note spreadsheet where each column has a unique category, and each row has its own topic.

When to use: Study & revision sessions

Pros:

- Able to visualise key info quickly
- Reduces amount of writing and forms tidier notes
- Offers a way to memorise and see relationships within topics
- Useful for study sessions

Cons:

- Not suitable for STEM-related subjects
- Not always ideal to use in a lecture
- Relies on your ability to correctly identify categories and topics

Resources:

- [Resource 1](#)
- [Resource 2](#)
- [Templates](#)

Title			
Main Topic	Category 1	Category 2	Category 3
Sub topic 1			
Sub topic 2			
Sub topic 3			

MAPPING METHOD

The mapping method is great for visualising your ideas/thoughts and seeing the connections between large amounts of information. It is also a great tool in planning assignments/brainstorming, and determining your gaps in knowledge.

When to use: Study & revision sessions + lectures if you want to use active note-taking

Pros:

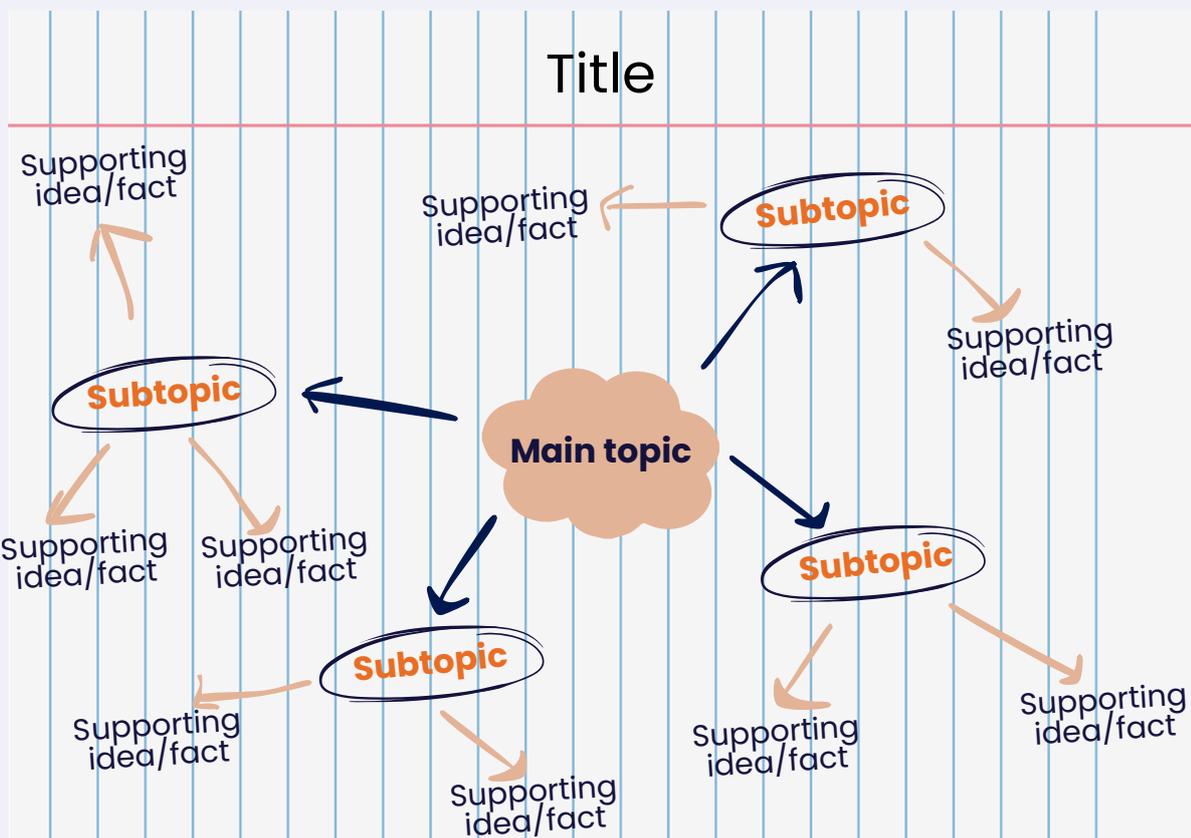
- Ideal for visual learners
- No rigid structure
- See relationships between topics

Cons:

- Often works best alongside other note-taking methods
- Not ideal for complex topics
- Can get messy, and difficult to determine between facts and your thoughts

Resources:

- [Resource 1](#)
- [Resource 2](#)
- [mindmaps](#)
- [Templates](#)



TAKING NOTES FROM TEXTBOOKS AND OTHER READINGS

Make the most out of reading through textbooks and other course readings by taking effective notes and implementing active learning strategies.

Active Reading

- Highlighting key/important information – moderation is key
- Annotate texts with comments and questions
- Read out loud (to yourself or someone else)
- Explain what you have read to someone else – this will show how well you understood the text, and what you may need to focus more on
- Test yourself – write down the key points from the chapter without checking the text

Survey, Question, Read, Respond, Record, Review (SQ4R)

Survey	<ul style="list-style-type: none"> • skim • read through chapter summary
Question	<ul style="list-style-type: none"> • turn each heading into a question
Read	<ul style="list-style-type: none"> • active reading
Respond	<ul style="list-style-type: none"> • summarise in your own words – this means only the key points • recite out loud • answer the questions
Record	<ul style="list-style-type: none"> • highlight passages • write notes in your own words • <i>*understand before you record</i>
Review	<ul style="list-style-type: none"> • quiz yourself • regularly go over notes

Resources:

- [Template](#)



NEED HELP?
REACH OUT

Student Engagement Officer (SEO)

 0472 737 143

 study@cucsnowymonaro.edu.au