

## Making your notes useful and memorable

### 1 Good note-making

- Think before you write.
- Keep notes brief.
- Keep notes organised.
- Use your own words.
- Leave a wide margin and spaces so that you can add notes later.

### 2 Useful strategies

- Note key words and main ideas.
- Write phrases – not sentences.
- Use abbreviations.
- Use headings.
- Number the points.
- Use colour, symbols and illustrations to make the page memorable.
- Link related points using boxes, lines, arrows, numbers and colour.
- Note sources of information exactly.
- Write quotations in a different colour.

### 3 Unhelpful strategies

- Copying chunks and phrases.
- Writing more notes than you can use again.
- Writing out notes several times to make them neater.

### 4 Tidying messy notes

- Draw 'squares' around sections of notes, using different colours to make them stand out.
- Use a ruler to divide the page up between sections.
- Draw rings round floating bits of information.
- Link stray information by colour-coding it.