

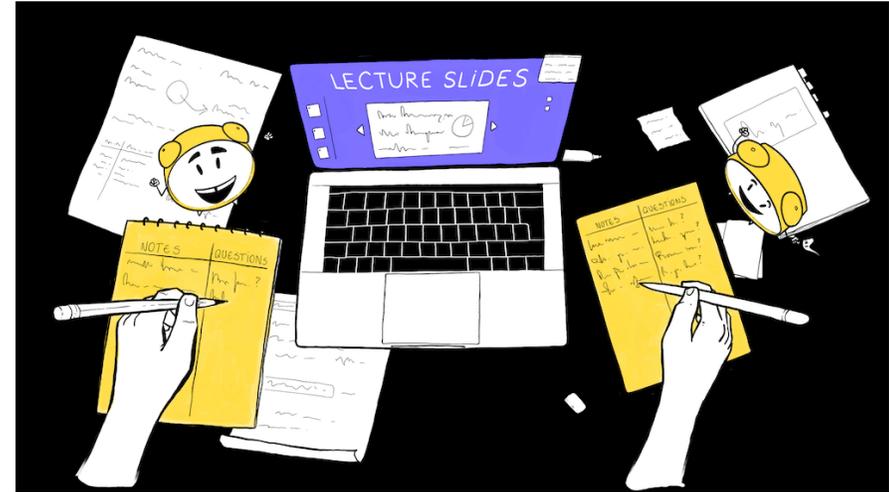
Notetaking strategies

Engaging with course content and developing
effective taking notetaking

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How to?

- By hand (handwritten)
- On a device (electronically)



- Personally, I prefer by hand especially as technology can crash or you might have forgotten to plug in a laptop – if it dies – this can really throw you in the middle of the lecture.
- It's important to identify which option works best for *you*.

Things to consider

- The key is to discover *your* preferred notetaking strategies and find ways to perfect these methods.
- Strategies vary for different types of learners.
- The strategies you use for this will likely depend on what type of notes you're taking.
- Make sure to keep track of all the places you took notes and store them securely.

Before the lecture begins



- Close all unnecessary tabs on your laptop/device.
- Move into a position that's not too comfortable (or sleep-inducing).
- Preferably at a desk – not in front of the television.
- *Hide* technology that's not needed for the lecture – put your phone on silent – not vibrate – and put it out of sight for the duration of the session.

Focus on emphasised points

- Listening is key.
- Remember it is ***not possible*** to write everything down.
- Focus on key points/concepts that are repeated.

- For instance, if the lecturer begins by saying that there are three key objectives to consider, record those notes in bullet form so it's easier to identify them when referring back.

Keeping pace with the lecture

- Use abbreviations or shorthand while taking notes, as they can help you comfortably keep pace with the lecture.
- Abbreviate longer words (such as recording “education” as “ed.”) and use acronyms for organisations (turning “Department of Education and Skills” into “DES”). Do not use vague or obscure acronyms or abbreviations.
- Avoid Googling during the lecture—stay focused and look up things after the lecture, so you don’t miss what is covered in the lecture.
- Concentration is key.

Revise and review

- Reinforce your learning by reviewing your notes after class. Here's how to more effectively remember what you learned:
 1. Summarise your notes and revise them
 2. Re-organise your notes
 3. Clarify any questions you have

Revise and review

- Effective notetaking doesn't necessarily stop with recording the information you want to remember.
- Review and revise your notes. Research* has found that students who revise their notes tend to score higher on exams than those who don't.

*<https://link.springer.com/article/10.1007/s11251-016-9370-4>

Further information and queries

- Academic Learning Centre: alc@mic.ul.ie
- Dr Paul O'Brien: paul.obrien@mic.ul.ie
- **Useful resources**
- *Cite it Right*: https://libguides.ul.ie/ld.php?content_id=29999147 (Guide to Harvard Referencing Style: Introduction to Referencing).
- *The Academic Learning Centre Handbook*: <https://www.mic.ul.ie/sites/default/files/uploads/21/studyskillshandbook.pdf> (Guide to study skills, academic reading, time-management, structuring essays).