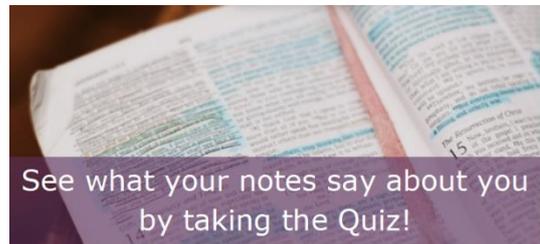


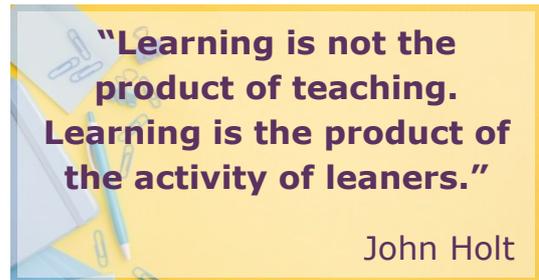
A Brief Guide to Great Notes

How much do you think about the notes that you take during class or revision? Making great notes can be easy, but like anything, it is a skill that you need to develop for your notes to be the most effective.



Some common pitfalls when taking notes include:

- Writing *everything* down
- Copying from a textbook or PowerPoint
- Spending too long making your notes look 'pretty' instead of making them effective.



Activity One

Take [the quiz](#) to see what kind of note-taker you are. Write down the things you think you do well as well as the areas you should improve on.

This will help give you a clear idea of what to work on to take great notes when you arrive at college.

Activity Two

Paraphrasing is a good skill to have whether you are taking notes or doing any other sort of writing.

By putting things into your own words, or paraphrasing, you are learning instead of copying - which is great for when you need to remember everything you've covered later on.

It also allows you to condense information, so that you're only noting down the most important parts.

Have a look at the examples on the next page and then have a go yourself!



2019 Results

A Level 75% A*-C grades

A Level 99% A*-E grades

BTEC L3 100% D*D*D*-PPP

one

99% of staff enjoy working at One

99% of staff are proud to work at One

98% of staff are satisfied working at One

1. Read the text

"Ancient Egyptians believed that Osiris, a good and wise king, was the first pharaoh. He spread knowledge to other parts of the world, while his wife, Isis, ruled Egypt in his place."

× Poor paraphrasing

King Osiris was an ancient Egyptian King and the first pharaoh. He was good and wise because he spread knowledge to other parts of the world. His wife Isis rules in his place.

× **Too similar to original and unnecessarily long.**

2. Pick out key ideas

"Ancient Egyptians believed that Osiris, a good and wise king, was the first pharaoh. He spread knowledge to other parts of the world, while his wife, Isis, ruled Egypt in his place."

✓ Good paraphrasing

King Osiris was the first pharaoh and distributed knowledge. Queen Isis ruled Egypt in his absence.

✓ **Short and only includes the important information**

Your turn:

In 1964, Tony Buzan graduated from the University of British Columbia in psychology, English, Mathematics, and the General Sciences. A British psychologist and author of several books on the subject of memorizing and effectiveness, he is best known for his Mind Mapping technique that helps you improve the way that your structure and memorize information.¹

¹ <https://www.toolshero.com/toolsheroes/tony-buzan/>



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Stretch Activity

Watch the video below to see how effective a mind map can be. Then have a go at making an equally effective mind map yourself.

If you're stuck for ideas, try having a look in an [encyclopaedia](#) for something that interests you.



<https://youtu.be/WzpiWejj3ps?t=117>



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