

How to write notes

Style 1: Bullet Points

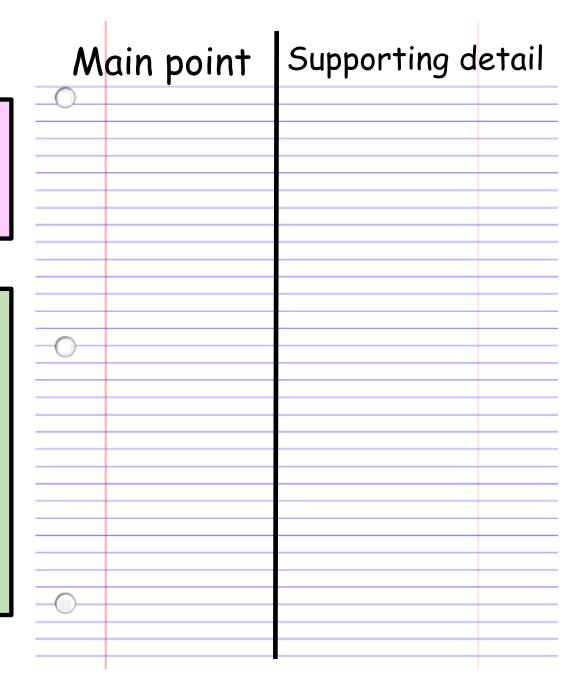
Bullet Points can be a useful method of making notes because:

- They encourage you to write in note format, rather than full sentences
- They help you to organise your ideas in a systematic fashion
- They are easy to read later
- 1. Scan the section before you read it in depth.
- 2. Identify headings (points of explanation). You can often find the key point in the first sentence of each paragraph
- 3. Write the key points out in sections
- 4. Then under each heading write supporting points of evidence

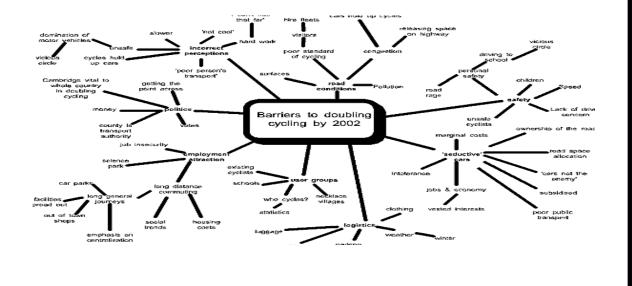
Style 2: The 1:2 method

This is a variation on bullet points. The method is based on dividing your page into two columns: the first for the main point, the second for supporting detail. This allows you to see the structure of the information clearly.

- 1. Divide your page in two (1 third for the first column, 2 thirds for the second column)
- 2. Write the key points in the left-hand section
- 3. Write the supporting detail in the righthand section.



Style 3: Spider Diagrams



Spider can be a useful method of making notes because:

- They can help you to categorise factors; each of the main branches coming from the centre can be a new factor
- They can help you see connections between different aspects of what you are studying. It is useful to draw lines between different parts of your diagram to show links.
- They can help you with essay planning; you can use them to quickly jot down the main points and develop a clear structure in response to an essay question.

1. Draw a circle in the middle of your piece of work and include the section title

- 2. Scan the section and identify headings
- 3. Read through the section and add supporting details under the relevant headings

Style 4: Index cards

- Scan through the section. Identify either themes or important sub-sections. Use a different index card for each sub-section. On one side of the card write:
 - The title of the main section in the top left corner
 - The title of the subsection that you are currently reading in the middle of the card
- 2. Now read the section carefully. On the back of each index card bullet point the relevant notes.
- 3. You can punch a hole in the corner of the cards and tag tie the cards in each section together.

