



1st semester

Topic 4: Skills achievement. Active learning.



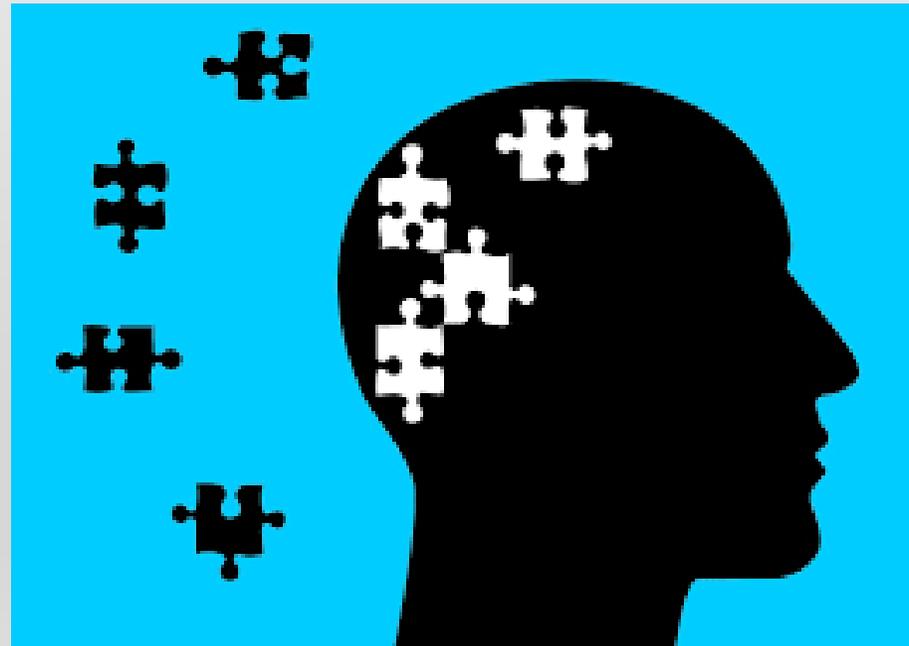
NOTE TAKING



Note taking means to record information obtained from other sources (lectures, books, Internet) in a systematic manner.



The practice of note-taking allows students **to review material** without solely relying on their memory.



If you're studying English in a classroom you're going to have **to take notes**. They're useful ways of helping you to remember things and review what you've learnt – so it's important to do it right.

Here's **our top tips** about taking notes.



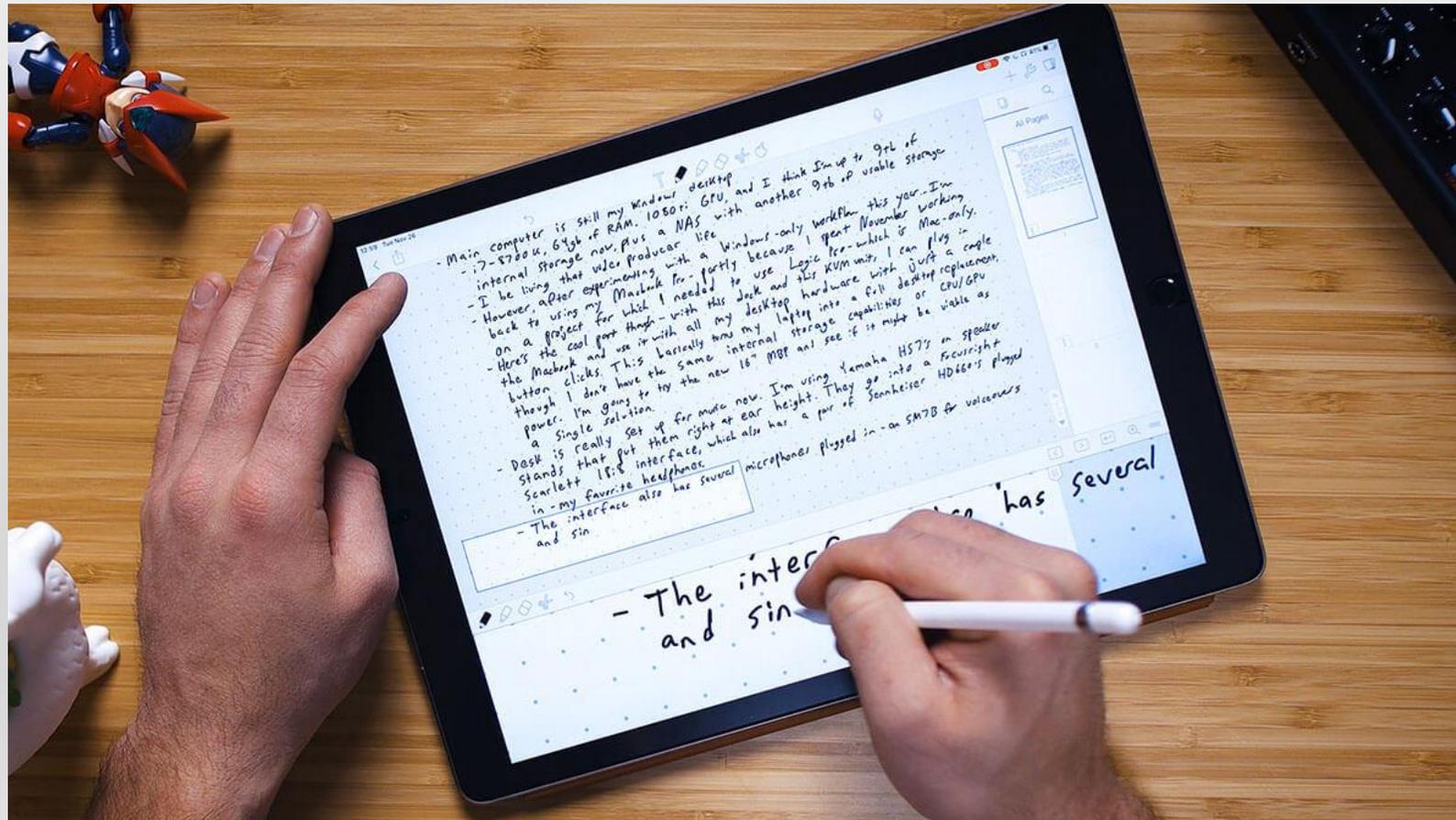
✓ Start making notes for every lecture **on a new page** and **date and number each page** too. That way it's easier to look back at them later and find what you want.



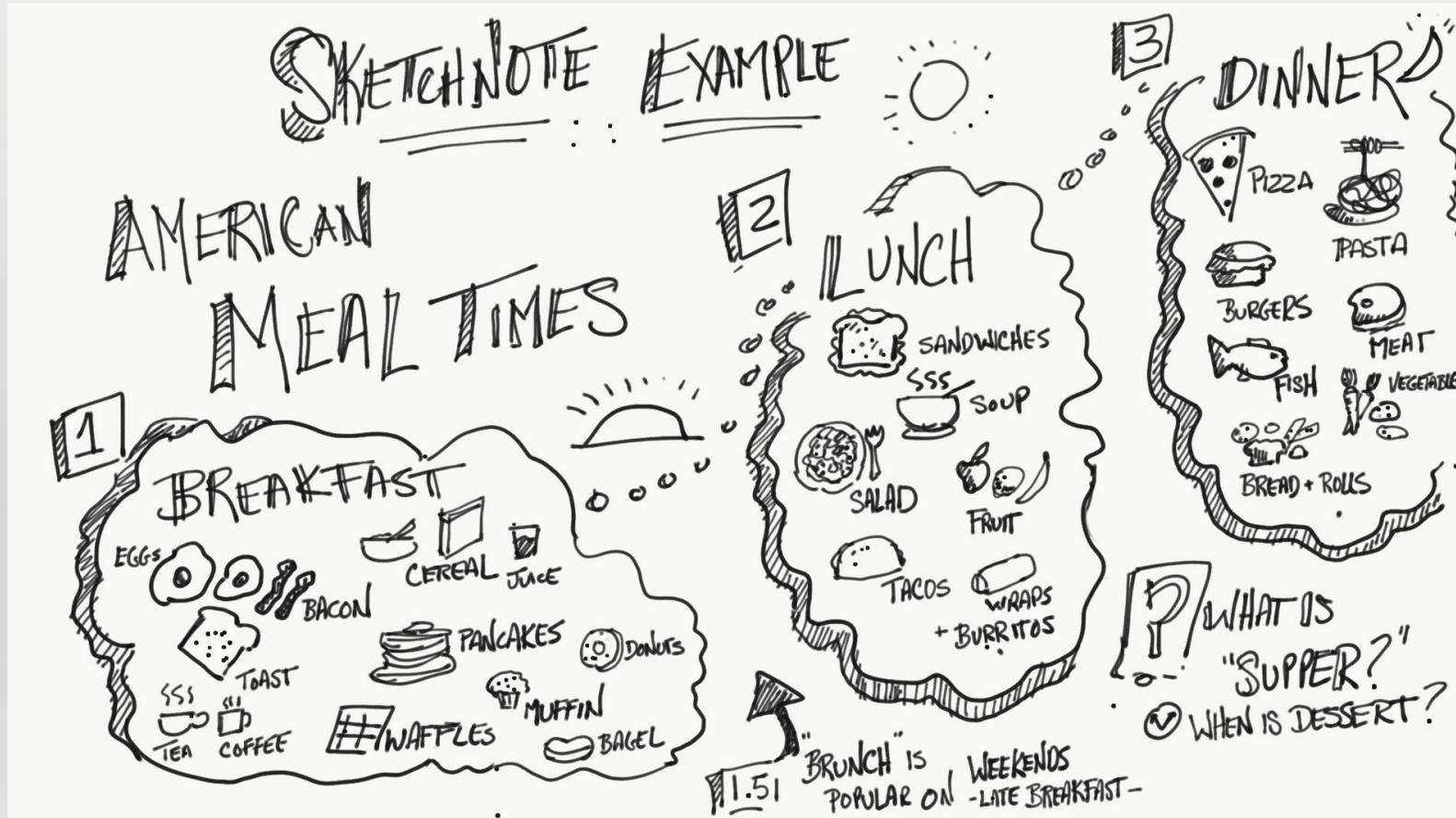
✓ There's a lot to remember in a lesson so note taking is crucial but **don't write everything down**. Write down the **important bits**.



✓ Write down things **in your own words** – unless it's a direct quote, then be accurate. Make sure you understand what you have written and that you're making notes of the important bits.



✓ Use **words, abbreviations, symbols** or even **pictures** to summarise what your teacher says. If you miss something, **leave a gap** in your notes, and **get the information** from



✓ After the lesson, **use your notes**. Remember to **read through them** after the lecture. You could also **rewrite or expand them** too. And **discuss them with another student**. This will help you remember the content better.



✓ **Note taking** is an important and useful way to help you **remember and revise** what you've learnt. Getting this right will make your learning journey easier.

