

# Making Notes Top Tips

**Paraphrase.** Don't just copy the words. Listen/read and then put the ideas into your own words. This will help you to remember the information.

**Find a way to separate the main point from all the details.** Use highlighting, colour coding or bullet points to show that some points are bigger and others are additional details.

**Don't worry about writing in complete sentences.** Your notes are for you and not for anyone else. If they make sense to you, using words and phrases are fine.

**Add your opinion to the facts but know the difference between the two.** You could write down the facts that you are given and note down what you think of them in a different colour so that you don't start using your own opinions as facts.

**Keep your handwriting easy to read!** While it doesn't need to be perfect, you need to understand your notes and be able to reread them quickly.

**Before you finish, check your notes.** Read over your notes when you have written them. If you can barely work out what they mean, you need to add more detail or they will certainly make no sense when you come back to them later.

