

Research notes

- Born
- Childhood
- Novels

evidence

initial  
ideas

# Taking Notes



Taking notes is a regular part of classes and learning.

## In what kinds of situations do you take notes at school?

- When you are watching a PowerPoint presentation
- When the teacher writes on the board
- When you are planning an essay
- When you are doing research



However, copying every single word down can take time and it may mean you write things that you don't really understand.

You need to determine what the most important information is and decide how to write it out in a way that will help you learn and remember it.

There are a number of ways in which you can take notes.

You could use:

- bullet points
- spider diagrams
- charts
- tables.



Your teacher may tell you which method you should use, but sometimes you may need to decide for yourself.

It is important to experiment with each method to discover which works best for you.



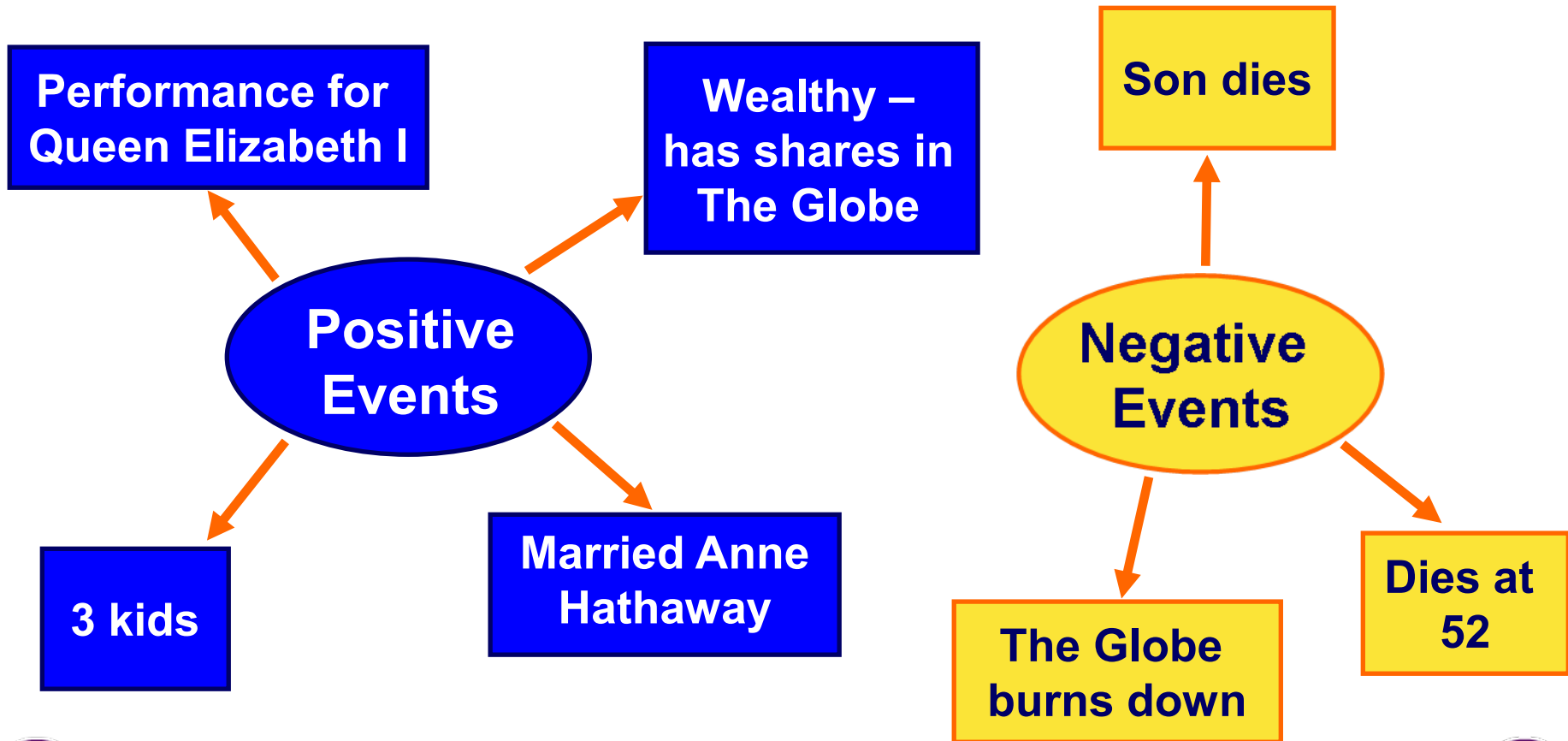
# Selecting useful information



# Bullet points



Some people prefer to make their notes into spider diagrams, to create **visual pictures** which are easy to **remember**:



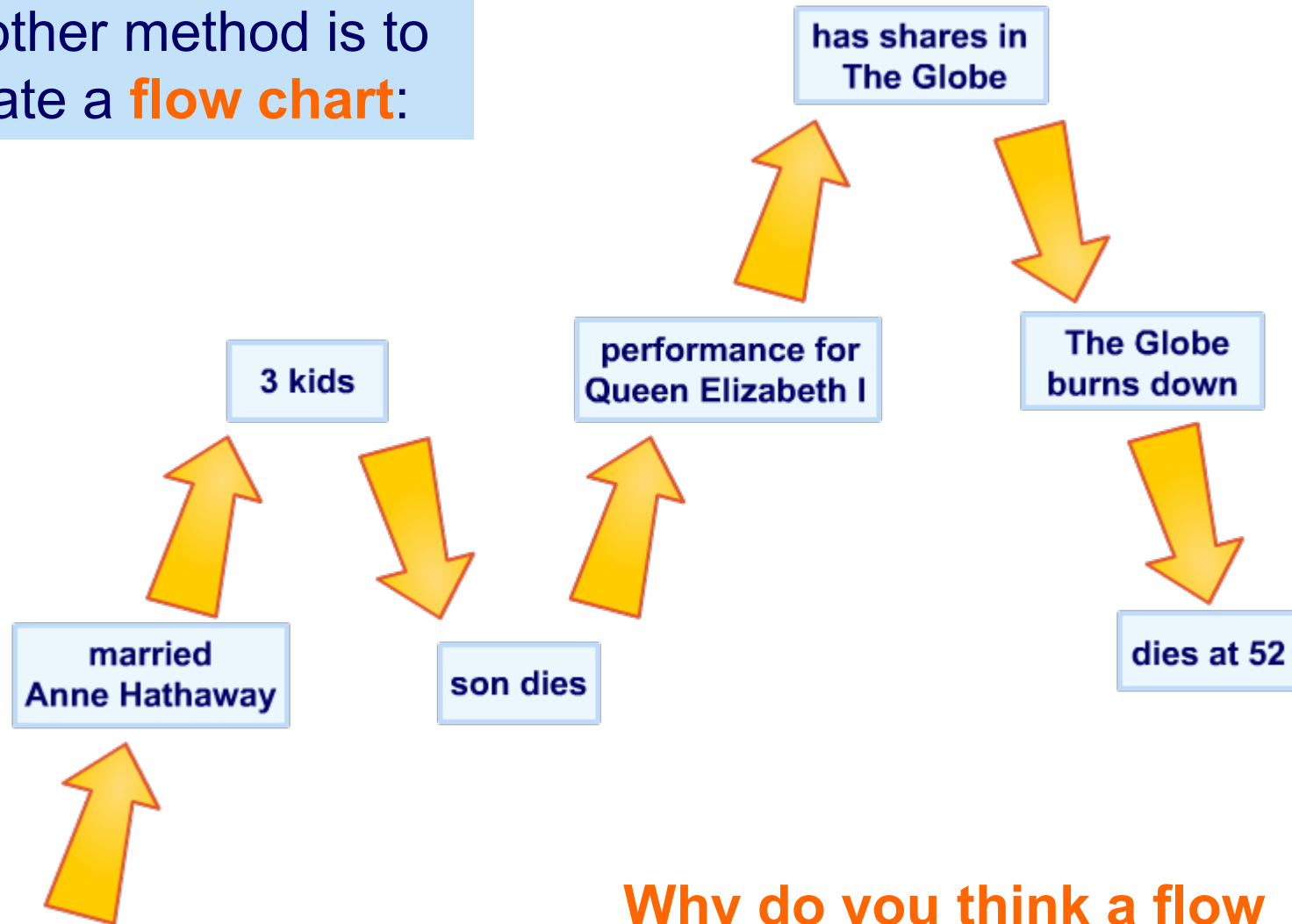
**Charts** and **tables** can be very helpful for note-taking, especially if you need to categorize your notes.

Here is an example of how you might create a table showing the positive and negative parts of Shakespeare's life:

Shakespeare's life	
Positives	Negatives
Married Anne Hathaway	Son died
3 kids	The Globe burned down
Perf for QE1	Died at 52
Wealthy – shares in The Globe	



Another method is to create a **flow chart**:



Why do you think a flow chart is useful visually?





# Timeline chart



When taking notes you should:

- decide what the most important information is
- write your notes in a structured way, e.g. bullet points, spider diagrams, tables or charts.

