

Advise On Taking Notes

1. When you start the file, FIRST put your in-text citation example and your reference list at the top of the page. That way when you go back to use the source, you won't have to search for everything.
2. When you save the name of your file, save it using a very clear format. For example... Let's say you have a file called "Smith.PDF" Name your notes "Smith - 2002 - Notes.PDF." This way, in your folder you'll instantly see which file contains your notes AND where those notes fit into your reference list.
3. You need to be able to take notes from a variety of sources. This might mean from a lecturer (who might speak at different speeds), or from a movie, or from a book.
4. Put titles, sub-headings, headings, etc.
5. Don't write every word. Focus on what points are most important - most essential.
6. You can either use software to help you, like Inspiration or Pages.

Inspiration

- You can use words or pictures. Bubbles. Boxes. This helped visual learners to make connections visually. It also helps you to connect big ideas. Just put shorter words to connect the pictures, etc.

Pages

- You can use bullet points to help you group longer pieces of information.
- Just like what I'm doing now, when I click the return button, a new bullet point appears.