

Study Skills

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

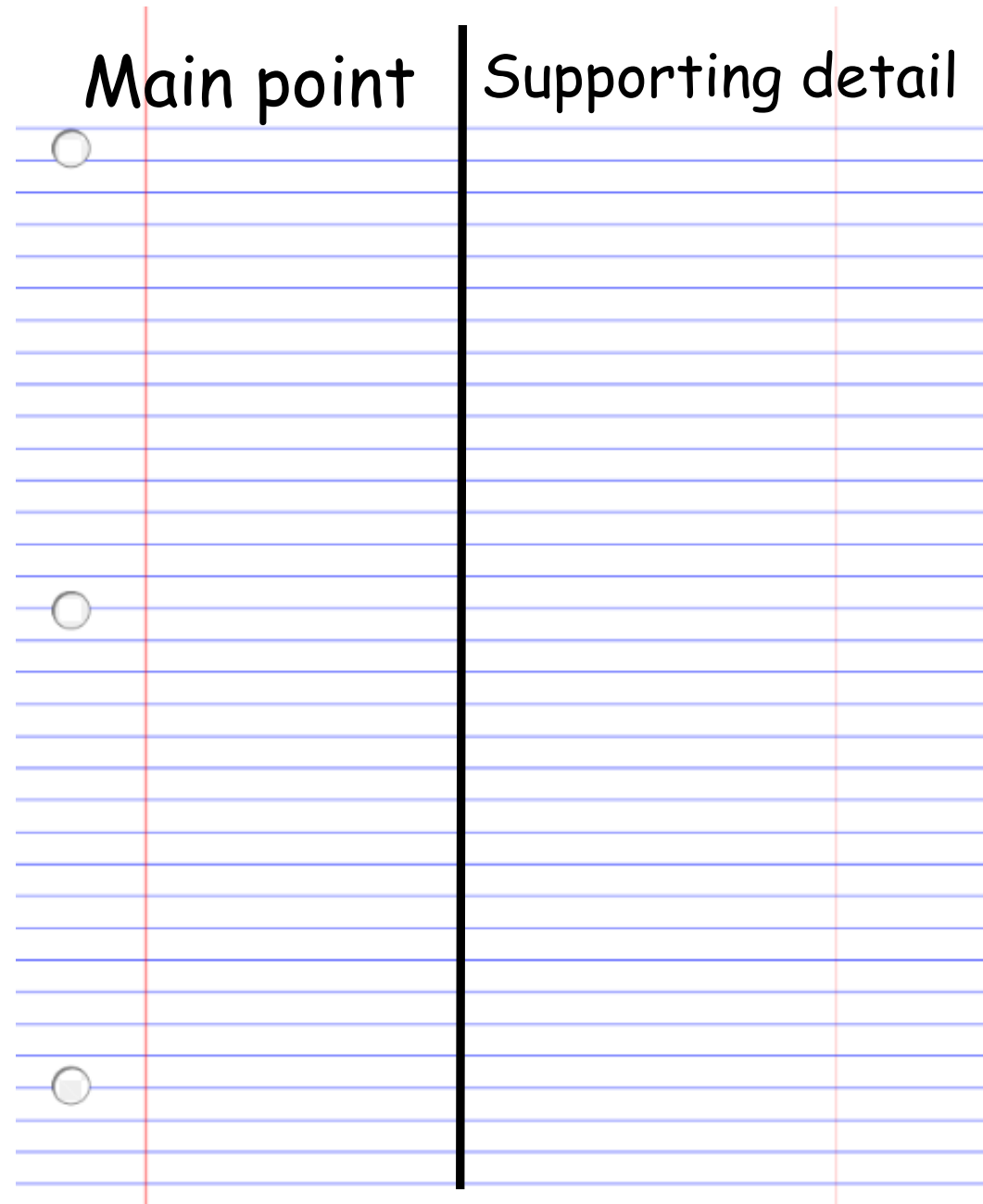
Heading

- Supporting evidence
- Supporting 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 right-hand section.



Style 4: Index cards

1. 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.

