

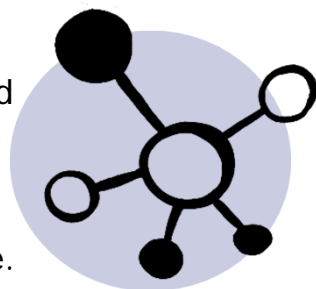
Note restructuring

Using your notes in an active way helps you to learn effectively

- Organising material into a meaningful structure
- Writing answers in response to questions
- Thinking about inter-relationships
- Looking for points for and against an argument
- Relating what you are learning to examples or case studies or real-life situations

Group and label your notes so you can find topics easily.

- Concept or mind mapping is a good visual way of making connections to form a big picture.



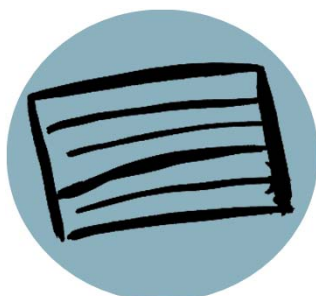
Making summaries

Constructing summaries under test conditions in the absence of the original text is a really effective way to learn. This is because test-like conditions force you to think back and recall material.

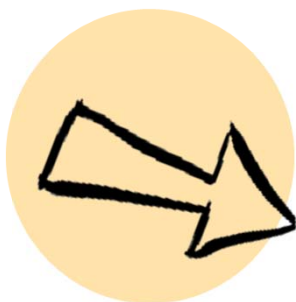
- Grids are good for comparing ideas, views and models.

Your summaries can take the form of a written paragraph, a diagram with annotations or a concept map. You can compare and contrast points of view on a grid or table.

- Short summaries can be made on record cards.



The format doesn't matter much as the critical factor is practising retrieval. However, varying the format can help to make studying more interesting.



A method for using lecture slide notes more actively

1: Pick one lecture.

Summarise the main point of the lecture in 30 words or less – as if explaining to someone else.



2: Pick out one key detail from the lecture and write for five minutes without stopping or checking the lecture slides.



3: Repeat for other key details in the lecture.

Finally, check your summaries for gaps in your understanding.