

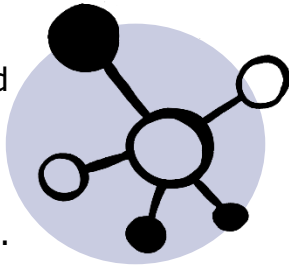
Note restructuring

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.
- Short summaries can be made on record cards.



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.

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.