**Taking Good Notes - what to write down and how…**

First: read the page/section of the book

* Read just enough to keep an understanding of the material
* Do not take notes, but rather focus on understanding the material.

It is tempting to take notes as you are reading the first time, but this is not an efficient technique:  you are likely to take down too much information and simply copy without understanding.

Second: Review the textbook page/section

* Locate the main ideas and make useful headings.
* Set the book aside
* Putting the textbook information in your own words forces you to become actively involved with the material

Third: write the ideas as your notes

* Do not copy information directly from the textbook – use your own words if you can.
* Add only enough detail to understand.
* **Use bullet points** – these will help you keep your notes organised and keep your information to the point.
* **Don’t write down lots of words when a good diagram** **will do**– instead make brief notes so you can talk about the diagram while people are looking at it.
* **Use headings and sub headings** – again these will help keep your notes organised and will also show you which of the questions you’ve answered and which information you still need to find.