

SQA Study Guides

Note taking

Note taking is an important part of learning whether you're studying in a classroom or online.

- Good note taking is a three-stage process; before, during and after lessons.
- By developing good note taking skills, you'll find it easier to study before exams.



Before you start a lesson, you need to prepare.

- Review notes from the previous session to improve your understanding of the topics covered so far.
- Complete any extra reading tasks you've been assigned.



Taking notes helps you to understand a lesson.

- Keep your attention focused on the lesson content.
- Watch out for 'signal statements' (listen for things like: "The most important point ..." or "Remember that ...").
- Write quickly in short sentences, using abbreviations where you can.
- Write a question mark against points you're unsure about for future reference.

Calm

Relax

Breathe

Once you've completed a lesson, it really helps to re-write your notes.

- Expand abbreviated words and short sentences .
- Fill gaps in your knowledge by checking your course books.
- If you learn better using visual images, recreate your notes as charts and mind maps.
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