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| DATEAM or PMTUTORSUBJECT1 of (however many pages) | TITLE – NOTE[[1]](#footnote-1) template for notetakersThis section is for notes taken during the lecture, seminar, tutorial, etc.You can use either handwritten notes on conventional A4 lined paper, or use a digital/electronic device such as a laptop, netbook, tablet, etc. depending on your preferred method of notetaking. Notes should be in summary form and long sentences need to be paraphrased.Only write on one side of the page if using paper and pen – this makes revising and reviewing easier.Conventional abbreviations, notations and symbols should be used.This section of the paper is left as ‘white space’.You do not write in this box during the class but add to this section after the session – preferably within 24 hours.You need to use a different coloured ink or text font in this section to enable them to tell the difference between the lecture notes and their own.This enables you to improve your researching skills, comprehend the subject matter and retain the information for longer.Consequently, this may enable you to attain higher grades and improve your employability chances at a later date.Unlike the Cornell method which is popular in the U.S., this system is linear which the majority of students are most familiar with.Whilst this system has been developed for students in higher education, it is appropriate for students at all levels of education who require notes from their classes.This system can also be used for taking notes from video and/or audio recordings.This section is also left as ‘white space’.This template would be beneficial for students who adopt areporterapproach to learning – if a reporter is tasked with writing an article for a newspaper, they may interview one or two people on the specific subject. The reporter then uses other sources to make the article more comprehensive.The ‘white space’ boxes can further develop ideas and information given at the time. This may include specific dates of importance, opposing opinions on the subject and/or different people who are known in the subject area and/or questions arising from the subject. This area can also be used to pose questions which encourages deeper thinking and enhances your critical thinking skills. **The notes can be enhanced by providing a summary sheet at the end of each set of notes.** |

1. NOTE – Notetaking Optimising Thorley Effectiveness (notetakers) 2013.  [↑](#footnote-ref-1)