Why do you need to make notes?

Study notes are a way for you to summarise and synthesise material that you are learning or collecting for a written assignment. A key point for making notes is that you need to re-write material in your own words.

**Types of notes: Flowcharts / process notes**

Flowcharts and similar process notes can be useful when making notes for certain processes or methods.

---

**Example 1**

**Historical timelines**

---

**Example 2**

**Steps in a laboratory method**

---

**Example 3**

**Mind Maps**

For more information, visit [Brainstorming: Mind mapping](#)
**Types of notes:**

**Cornell notes**

To make Cornell notes, divide the page up into three areas, as shown:

1. A larger **notes column**
2. A smaller **recall column**
3. A **summary section** (at bottom of page)

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
<th>Date Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recall column</td>
<td>Notes column</td>
<td></td>
</tr>
</tbody>
</table>

- **Notes column:** In the right hand column, write down the bulk of the notes from your lecture or study materials as you are reading your textbook or online materials.
- **Recall column:** After you finish a chapter/section or study session, note down any questions, key words and main ideas in the recall column.
- **Summary section:** At the bottom of the page, the summary section is used to summarise all the notes from the page, to make sense of the material and make revision easier.

**Using your notes**

For study notes, revisit your notes:

- the day after you wrote them,
- the following week,
- at least once the following month.

This helps with your memory, meaning you will be better prepared for your exams!

**Tip**

If you are making research notes or using multiple different sources, also note down the reference details!