

(12). Create a new NotebookLM project titled: "My Chapter Revision Notes." a) Upload multiple sources (any 2) such as: i. PDF notes ii. Web articles iii. Text copied into NotebookLM b) Ask NotebookLM to: i. Create a combined study guide using all sources. ii. Generate flashcards for quick revision. iii. Create a concept map or explanation of the topic. c) Manually check for: i. Any incorrect facts ii. Repeated information iii. Missing important points

Source Guide:



Untitled notebook

Sources

Mastering the Art of Academic Revision Notes

Source guide

This guide outlines a systematic approach to academic excellence by transforming passive reading into **active engagement with course material**. It encourages students to move beyond mere transcription by **condensing complex information** into logical structures, such as the Cornell Method or visual mind maps. By incorporating **colour-coding and diagrams**, learners can create a personalised shorthand that bridges the gap between raw data and long-term memory. Ultimately, the text serves as a manual for **strategic preparation**, emphasising that the most effective revision notes are those that identify knowledge gaps and facilitate **frequent self-testing** before examinations.

Flashcards:

What is the primary goal of creating effective revision notes?

To condense information for easier recall before exams.

Explain

Instead of copying source material directly, how should key concepts be recorded in revision notes?

They should be summarised in your own words.

Explain

According to the 'Organise Logically' strategy, subjects should be broken down into topics and then into what?

Sub-topics, using clear headings and subheadings.

Explain

When summarising, what three types of information should you focus on?

Key phrases, definitions, and examples.

Explain

What is the main purpose of using visual aids like diagrams, charts, and mind maps?

To visualise relationships and processes, making them easier to recall.

 Explain

Using different colours for definitions, formulas, or key terms is part of which revision strategy?

Highlight & Colour-Code.

 Explain

Concept Map:

Concept Map: Mastering Academic Revision Notes

CENTRAL THEME: EFFECTIVE REVISION NOTES 1

• I. Preparation (Before You Start)

- **Understand Syllabus:** Focus on what is important for the exam 2 .
- **Identify Gaps:** Find areas needing more attention 2 .

• II. Content Creation (During Note-Taking)

◦ Summarise & Condense:

- Write in **own words** 1 , 3 .
- Focus on **key phrases**, definitions, and examples 3 .
- Use **bullet points** and abbreviations to save space 1 , 2 .

◦ Organisation:

- Break into **subjects, topics, and sub-topics** 1 .
- Use clear **headings and subheadings** 1 .

◦ Format Choice:

- **Handwritten:** Better for aiding memory 2 .
- **Digital:** Allows for easy searching 2 .

• III. Structural Frameworks

- **Cornell Method:** Sections for notes, cues, and summaries 1 , 3 .
- **Mind Maps:** Use branches to show details and relationships 1 , 3 .

• IV. Visual & Sensory Enhancements

- **Visual Aids:** Incorporate **flowcharts, diagrams, tables, and charts** to clarify complex ideas 1 , 3 .
- **Colour-Coding:** Use different colours for **formulas, definitions, or key terms** 1 , 3 .

• V. Active Engagement & Review

- **Avoid Passive Transcription:** Engage by **asking questions** and creating summaries 3 .