

Taking meaningful notes

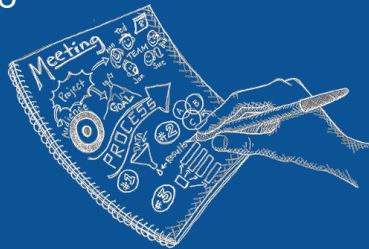
When you are taking notes your first objective is to record as much of what you can from what you are reading, watching or listening to.

To make sense of your notes you need to follow-up your **recording** by:

1. Summarising the facts and ideas your captured, and reducing these to key words, phrases and data.

2. Summarising is followed by and overlaps with the process of **clarifying the meaning** of what has been said.

**take-in
summarise
reflect
respond**



3. Having arrived at a general understanding of what has been said and argued, you then need to **analyse these claims and arguments**. This may entail further reading and investigation; often this can be guided by the bibliography or footnotes provided by texts, podcasts or videos.

4. To really grasp meaning you have to **develop your analysis by comparing and contrasting** - both the presentation of facts and the ideas and arguments made - with other information and perspectives.

5. This process allows you to begin to **identify what is lacking** - the holes in facts presented and arguments made in what you read, watched or listened to.

6. The preceding five steps set you up to **develop your own response**.