

# Note Making

	DATE	MODULE/CLASS	TOPIC
<h2>CUES</h2> <p>(reduce &amp; recall)</p> <p>... AIM ...</p> <p>reduce notes to essential ideas to practice recall</p> <p>WRITE SOON AFTER CLASS</p> <p><u>Step 1.</u></p> <p>Review NOTES column + pull out:</p> <ul style="list-style-type: none"><li>- key words</li><li>- key concepts</li><li>- authors</li><li>- dates</li><li>- facts</li></ul> <p><u>Step 2.</u></p> <p>Formulate questions based on your NOTES e.g. what are Pascale's 4 principles of complexity theory?</p> <p><u>Step 3.</u></p> <p>Write these cues and questions in this column alongside the corresponding NOTES</p>	<h2>NOTES (record)</h2> <p>... AIM ...</p> <p>record as many key points as possible</p> <p>TAKE DURING CLASS</p> <p>What do I write here?</p> <ul style="list-style-type: none"><li>- key words and ideas</li><li>- important dates / people / places</li><li>- diagrams / charts</li><li>- formulas</li><li>- examples / case studies</li><li>- critique - strengths / limitations</li></ul> <p>Top tips</p> <ul style="list-style-type: none"><li>- use bullet points instead of full sentences</li><li>- use symbols and abbreviation</li><li>- leave a line between ideas</li><li>- don't mindlessly copy from the slides or textbook - write in your own words where possible</li><li>- use a method that works for you. Take notes in a format that you understand so you can make sense of them later.</li></ul>		

<h2>SUMMARY (reflect &amp; review)</h2> <p>... AIM ...</p> <p>review the main ideas + reflect on their importance</p> <p>WRITTEN AFTER CLASS</p> <p>Briefly summarise the main points from your notes. This section is useful when searching for info later.</p> <p>Think about:</p> <ul style="list-style-type: none"><li>- why is this info important?</li><li>- what conclusions can I draw?</li></ul>	
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