

Note-taking

Note-taking is a foundational skill that supports the entire academic writing process. It helps with information organization, memory retention, critical thinking, and efficient reference, ultimately contributing to the development of well-constructed and well-supported academic papers.

1	Organize and Structure Use headings, bullets, and numbering for a clear hierarchy. Develop a system of symbols for quick reference.
2	Active Listening Focus on key concepts during lectures. Paraphrase and summarize instead of writing verbatim.
3	Visual Aids and Diagrams Incorporate charts and diagrams for visual understanding. Use colors and symbols to highlight important points.
4	Review and Revise Regularly revisit and revise your notes. Connect new information to existing knowledge.
5	Choose the right tools Experiment with different note-taking methods such as Cornell, Outline, Sentence, Mapping, and Charting.