

## AN EXAMPLE OF KEYWORD NOTES

Keyword notes are briefer than prose notes, and make more use of headings, numbering and bullet points. They are useful as “triggers”, to help you remember the detail of a text. This is particularly helpful for revision purposes, because it is usually easier to remember keywords than to remember the detail of prose notes. If you wish to use keyword notes in this way, you can condense your prose notes down into keyword notes.

Keyword notes are also the most effective method of notetaking in lectures, because they are quicker than prose notes and enable you to keep up with the tutor’s pace of delivery. If you prefer prose notes, you can fill out your keyword notes into prose notes after the lecture.

Here is an example of keyword notes.

### KEY STAGES OF THE WRITING PROCESS

#### 1. Receiving the assignment

- identify all elements
- understand assignment title
- plan of middle section

#### 2. Brainstorming

- everything know - key issue
- what else need to know/do
- ask lecturer

#### 3. Researching

- research/literature searching skills
- reading and notetaking skills
- referencing

#### 4. More planning

- sort info out - original plan
- more detailed plan

#### 5. Drafting and writing

- first draft
- reread and review
- redraft
- edit and proofread - grammar, structure, focus/relevancy

#### 6. Submitting the assignment

- on time
- cover sheet