

# **HINTS AND TIPS FOR MAKING USEFUL NOTES**

## **USEFUL NOTES SHOULD NOT:**

**Be pieces of the original text copied out (with the exception of quotations)**

**Be too detailed or too brief**

**Miss out the key points**

**Be illegible**

**Look cluttered**

## **USEFUL NOTES SHOULD:**

**Be written on one side of the paper**

**Use a new page for each set of notes**

**Have plenty of spaces for extra information**

**Have numbered pages**

**Use headings and underlining**

**Use bullet points and/or numbered lists**

**Make use of abbreviations**

**Be organised and stored where you can find them**