

## How to make revision notes

### Why make notes?

- To help us to:
  - Concentrate on what you are learning
  - Understand information (by putting ideas in your own words and diagrams)
  - Link new knowledge with what you know already know
  - Revise
  - Remember: It's easier to remember things when you write them down

**N.B.** Make sure you make your own revision notes and don't just copy from a textbook, class notes or online material.

### Read

- Read the text
- Look for key words
- Look for HEADINGS, **bold** etc.

### Cover

- Cover the text by closing the book, hiding your class notes or minimising your browser

### Recall

- What can you remember?
- Try to order your thoughts
- What are the key points?

### Write

- Take notes on the key points
- Have you missed anything?
- Review and edit if necessary

### Top Tips:

Use □ bullet points and abbreviations (**abbr.**) to minimise reading and writing time

Use a different pen colour for each topic to help you visualise the topic

Drawing boxes around any key words to make them stand out

Underline or **highlight** key words to deepen your understanding