

Linear Notes

Linear notes are typically **chronological outlines** of a lecture or a text.

Linear note taking is quite a common means of taking notes, however, the potential to just transcribe everything that is being said or on the presentation slide is quite high.

Try using the following Cornell method, it provides a structure to your notes that forces you to **think about the content** rather than **just copying it down**.



Cornell Method: A useful method to structure your notes. Can be used in meetings, seminars, lectures, research/reading or planning an essay.

- a. At the beginning of the lecture write at the top of your page the **date, module**, and if known, the lecture name/number.
- b. **Copy out the layout below** in your note book:
- c. **Introduction:** simply a sentence on the subject topic and its related sections
- d. **Keywords:** as the lecture progresses, in the **left hand column**, note down a keyword or topic.
- e. **Notes:** alongside the keyword, in **the right hand column**, add more detail.
- f. **Summary:** at the end of the lecture or end of the page, summarise the contents of the page.
- g. You will use more than one page in a single lecture. **On the last page**, make a summary of the entire lecture. On the next page you will see an **example**.

Example of linear notes - blank page

Date	Module	Lecture
Introduction		
Keywords	Notes	
Summary		