**Note Taking Guidelines**

1. Notes should be relevant to assignment
2. Concentration and active listening are essential to note-taking
3. Notes should include the main relevant information
4. Notes should highlight key words
5. Notes should distinguish primary and secondary information
6. Notes should include qualitative examples
7. Notes should contain quantitative data and relevant references
8. Notes should be clear and properly ordered
9. Notes should make use of abbreviations of immediate comprehension
10. Notes should include summary schemes to organize information effectively
11. Notes should make use of personal language
12. Notes should synthesise concepts
13. Notes should be written with readable handwriting