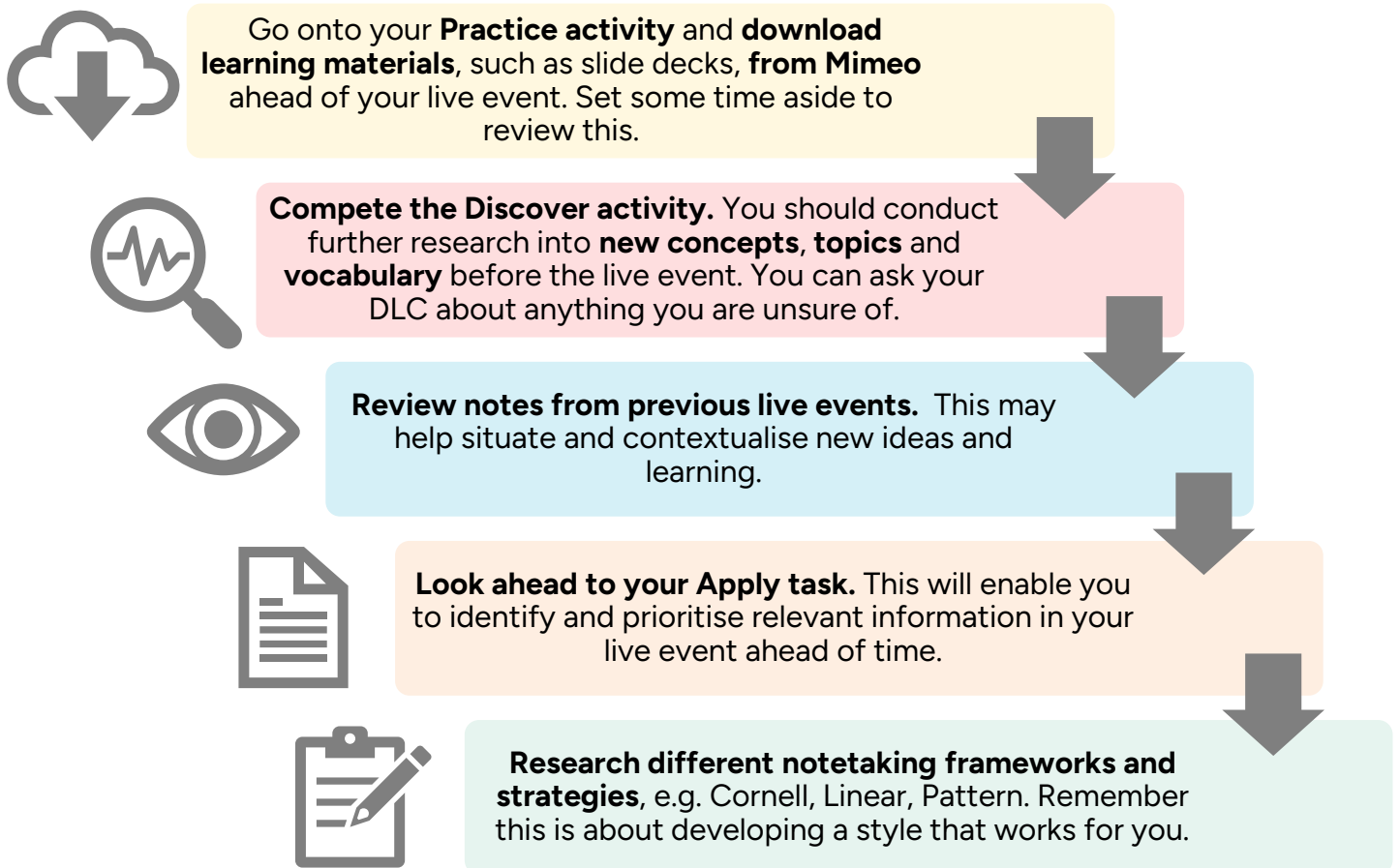


ACE Quick Guide to Notetaking for Live Events

The Benefits of Taking Effective Notes in Live Events

Effective notetaking during your live events is important to ensure **active listening**, **comprehension of new learning** and **retention of information**. This will help you stay focused and **make connections** between learning and your professional practice.

Preparing to Take Good Notes



Notetaking Apps and Software

OneNote



Evernote



Padlet



Handwritten or Digital?

Benefits of Digital Notes	Benefits of Handwritten Notes
Notes can be easily stored, transported and accessed .	Encourages you to be more selective with information .
Notetaking apps will allow you to add images, screenshots and embed other documents , e.g. PowerPoint slides.	Research suggests handwriting notes may help you better process and retain new learning (Mueller and Oppenheimer, 2014).
You can easily organise, edit and add to your notes .	It can be easier to create your own sketches and diagrams .

Guidance for Taking Effective Notes During Live Events



Use **headings, subheadings, bullet points and lists** to structure your notes.



Write **phrases and key words** rather than full sentences. You should also try and **use your own words** where possible.



Leave **clear spaces between different topics** so your notes are easy to read and navigate.



Use **colour coding to classify and link information together** by topic and/or subtopic.



Add **screenshots, visuals and diagrams** to your notes where appropriate.



Use **abbreviations and symbols** to make notetaking more efficient.

After Your Live Event

1

Save any work completed during your live event. If you were using a virtual machine, you should save a copy of your work in case you lose access.

2

Review your notes. Think about what you have learnt and how this links to your professional practice. You may want to make additional notes about this.

3

Identify areas where you need to conduct further research or anything you are unsure of. Make a note of anything you want to speak about with your tutor or DLC.

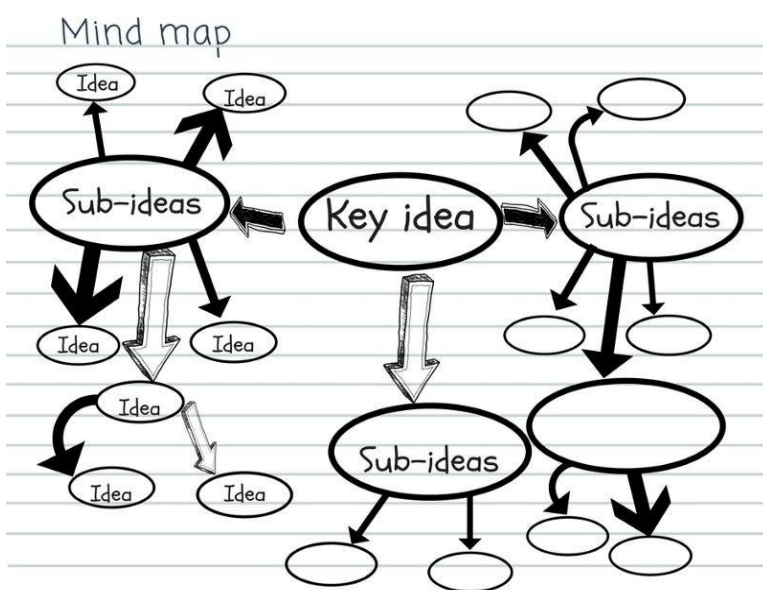
4

Look ahead to the Apply task and how what you have learnt relates to this. Think about how what you have learnt will help you complete this.

Notetaking Strategies

1. Mind Mapping

Mind mapping is where you **start with a central topic or idea** in the middle of the page and **create branches to add further subtopics and details**.



A **flexible, visual** and **free flowing** way of taking notes.

Enables you to **connect and link** information together.

Uses **colour, drawings, diagrams** and **memory triggers**.

You can make **multiple mind maps** for **each topic** your live event covers.

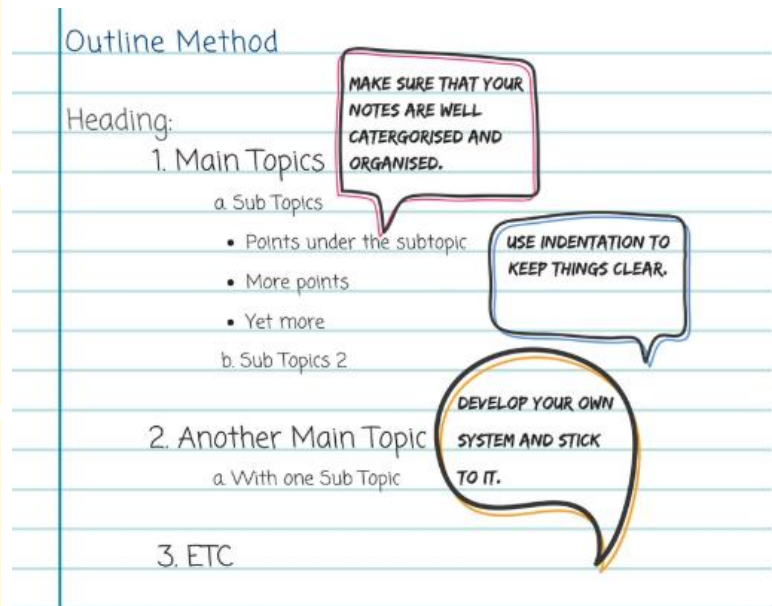
2. Linear

Linear notetaking is perhaps the **most common notetaking framework**. This is where you **take notes in a chronological or 'linear' order** as your tutor delivers the information.

Organises topics and information using **headings and subheadings**.

Uses techniques such as **lists, bullet points, numbers, highlighting and colour coding**.

Leaves **plenty of space** between topics so you can add **further details** if necessary.



(University of Auckland, 2018)

3. Quadrant

The Quadrant notetaking method is where you **divide your page into 4 quarters** as seen in the image below. **Each quarter represents 15 minutes of your live event**.

First 15 mins	Second 15 mins
Each page = 1 hour. Divide into 4 quarters.	Move into next quarter after 15 minutes. Keeps you on track.
Third 15 mins	Fourth 15 mins
Use key words, symbols and abbreviations. Not much space so be brief.	Good for revision. Easy to find information. Easy to link to slides.

The limited space **encourages you to be more selective** about what you choose to write down.

As you must keep an eye on the time, this helps you **maintain focus and concentration**.

Uses **key words, symbols and abbreviations**.
Avoid full sentences!

Suitable for handwritten or digital notes.
For digital notes, simply create a table with 4 sections.

(StudyHub, no date)

Reference List

Mueller, P. and Oppenheimer, D. (2014) *The Pen is Mightier than the Keyboard*. Available at: <https://linguistics.ucla.edu/people/hayes/Teaching/papers/MuellerAndOppenheimer2014OnTakingNotesByHand.pdf> (Accessed: 24 September 2026)

StudyHub (no date) *Seven ways to make notes*. Available at: <https://studyhub.fxplus.ac.uk/study-guides/reading-lectures/seven-ways-make-notes> (Accessed: 24 September 2026)

University of Auckland (2018) *Note Taking Methods*. Available at: <https://www.learninghub.ac.nz/study-skills/readings/note-taking> (Accessed: 24 September 2026)

Additional Resources

The [ACE Quick Guide to Cornell Notetaking](#) introduces an effective strategy for organising, condensing, and reviewing your notes effectively.



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