1. THIS IS THE NOTES COLUMN

During lectures, note main ideas and concepts. Don’t mindlessly copy - rephrase what you can to retain information.

Skip one line between ideas,

several between topics

Avoid writing in complete sentences, use symbols and abbreviations, e.g.:

Pelayo, a descendant of the Visigoth aristocracy, founded the Kingdom of Asturias in 718.

Pelayo (dscdt/Visigoth arist.) fd. Asturias 718

3. THIS IS THE SUMMARY SECTION

Guess why it’s called that

Summarise main points here at the end