

Self-evaluation How useful are your notes?

For each of these set of statements, indicate your rating along the line (✓.....), depending on how far each is a good description of your own notes. You might find it helpful to have a folder of your notes to hand to check. Use this self-evaluation to consider ways you might improve your notes in future.

Strengths	Rating	Weaknesses
1 Easy to take in at a glance		Not easy to use at speed
2 Contain the information I need		Don't contain what I need
3 Make sense when I come back to them after a few days/weeks		Don't make much sense to me when I come back to them
4 Most of the information is relevant		Contain lots of irrelevant material
5 All points are completed and followed up if needed		Lots of points incomplete or not followed up
6 Everything is clear		Notes are jumbled/confused
7 Inviting to look at and read again		Messy or uninviting
8 Laid out in ways that assist recall		No features to help recall
9 Selective, drawing out only key points, themes, issues, debates		Not selective; I include material I don't need and won't use
10 Well-structured		No apparent structure
11 Significant points stand out		Not easy to spot important points
12 Succinct/concise		Too wordy
13 Well-abbreviated		Poor use of abbreviations
14 All written in my own words (apart from quotations/references)		Chunks copied from books, articles, internet, class, etc.
15 My own words are clearly set apart from quotations		Easy to confuse my words with quotations or copied text
16 Sources of information are given clearly, accurately, precisely		Vague about where exactly I got the information
17 All pages are numbered or labelled systematically and helpfully		Pages are not numbered systematically and helpfully
18 Sets of notes are labelled and stored so they are easy to find in future		Sets of notes are poorly organised and labelled; hard to find
19 Good contents list or index helps me find information speedily		I don't have a good contents list or index to help me
20 Easy for me to use them and learn from them		Difficult for me to use them and learn from them

Reflection



Improving your notes

- ★ How you might improve your notes and your use of them?
- ★ What is the priority?