NOTE-TAKING TEMPLATE

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| **Reference details:** Author’s surname, initial/s, year of publication, book/article title, journal title, publisher, place of publication, page numbers of article, internet site details | | |
| **Page number** | **Notes** | **Comments** |
| * Ensure you write down the page number – especially for direct quotes | * Paraphrased notes:   involves rewriting somebody else’s ideas in your own words. You do this by first understanding the writer's idea/s and then writing it in your own words without looking at the source   * Summarised information:   involves writing an overview of the main idea/s   * Direct quotes:   are enclosed in quotation marks ("......") to ensure that you remember these are someone  else’s words | Your responses or thoughts on what you have read. Consider questions such as:   * How does this information relate to other texts? * What are the important links? * How is this text relevant? * Do I agree or disagree with what I have read? Why? Why not? * Is there anything new or different being discussed here? * What conclusions can be drawn from this text? |
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Note. Source: Adapted from Ferfolja, T. (2002). Note-making from written text. University of New South Wales.