Note-taking template for assignments

Use this framework as a guide to organise your notes from readings you have found for your assignments.

**Assignment question / task**

Write your assignment question/task below. Highlight key information.

**Critical reading notes or questions**

Include here any questions that you have about the topic or assignment task. It is not important that you answer the questions here; it is important that you write them down to help you find the answer in your readings.

**Referencing details** – Record all of the relevant referencing details for each source you read.

|  |  |  |
| --- | --- | --- |
| Author’s name | Date published | Title of article/chapter |
| Editor’s name | Title of Book or Journal |
| Publisher | Place of publication |
| Volume number | Pages | Edition | Library call number/ reference no. (if needed in the future) |
| URL |
| Date accessed |

**Relevant points for the assignment (in your own words)**

Include what points you think are most relevant for the assignment (include page numbers).

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**Further comments or questions raised from the reading**

E.g., other information that you want to find or other questions that you would like answered.

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