Note-taking template for course materials

Use this framework as a guide to organise your notes from readings for your course.

**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 | | | |

**Main arguments / ideas of the reading**

Summarise the content and include any critical analysis of the ideas/arguments presented.

|  |  |
| --- | --- |
| Key words |  |
| Summary of topic/ideas/arguments |  |
| Strengths and weaknesses of  argument(s) presented |  |
| Research methods used by the author (if applicable) |  |
| Links with other readings:  • similarities  • differences |  |
| Important quotes  (include page numbers) |  |

**Personal reflections on the reading**

Record your personal reflections and thoughts about any of the ideas you have or questions raised.

|  |  |
| --- | --- |
| Do you agree or disagree with ideas and why? |  |
| How do the ideas relate to your life experiences or practical  knowledge? |  |
| What questions do  the arguments/ideas raise for you? |  |