



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).

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.



Useful links *(all open in a new window)*

There may be resources that have been created with your lecturers, addressing assignment tasks and topics specific to your courses. Follow the links below to find out:

[Business](#)

[Education, Arts and
Social Sciences](#)

[Health Sciences](#)

[IT, Engineering and the
Environment](#)