

Activity 4: Practice Note-Taking

- Turn to one of the sections or passages you have just bookmarked
- Read it through once
- Now read it again, pausing to take notes as appropriate. Use the suggestions below to help you decide what it will be helpful to write down
- You probably won't want to cover all the points suggested – only choose the ones that will help given your reasons for looking at this particular text
- Note-taking may sometimes seem laborious – you must try to judge what amount of notes is appropriate. And remember, the process of taking notes involves you doing important reflecting and thinking: this is absolutely fundamental to production of your project.

What the author says:

- Main points
- Key arguments
- Interesting / new / unusual / controversial ideas
- Themes or major concepts discussed
- Questions asked or left unanswered
- Other people referred to

Your own thoughts:

- Why you (don't) agree with the author
- Points you don't understand
- Points you want to find out more about
- References you want to follow up
- Questions the text provokes for you
- Other ideas that the text stimulates for you
- Points that seem to you to be wrong (e.g. factually incorrect) or missing

Remember to also note down:

- Details you will need for your reference list (Author, Title, Date, Publisher)
- The section heading and page numbers next to each point, so that you can find the section again if you need to, and also be reminded what the notes were about.