

Notetaking example

Classifying Method

The classifying method of notetaking allocates a separate page for each theme/issue. It is useful when researching for your writing. See 'Method' below for how to use this system.

Theme: <i>Classifying</i>		<i>5/3/08</i>
Reference	Notes	Comments
<p>Bloggs, J. 2005, <i>Study Skills Handbook</i>, Unipress, Sydney</p>	<p>1 <i>Page layout:</i></p> <ul style="list-style-type: none"> • Header – topic; date • 3 columns – ref; notes; comments – p 21 <p>2 <i>Method:</i></p> <ol style="list-style-type: none"> 1. In 1st column (Reference) – write the text reference. If a journal article, remember to include page numbers. 2. In 2nd column (Notes) – write notes, quotes, statistics, etc. Include pg. no. after each piece of info. 3. In 3rd column (Comments) – write comments, questions, reminders, cross references. This is your thinking column – P 21 <p>3 <i>Advantages:</i></p> <ul style="list-style-type: none"> • Information collated according to themes/issues. • Limits details • Focuses reader on partic. theme/issue • All info. & evidence ready for final writing stage – p 23 	<p><i>Use index cards instead of pages?</i></p> <p><i>Any variations on this method? Check Taylor & Samuel</i></p> <p><i>See example p 22</i></p> <p><i>More benefits?</i></p>
<p>Next reference ...</p>	<p>Notes ...</p>	<p>Comments ...</p>