



4 Student resource sheet: note taking – dot and jot

Some useful strategies for taking notes

- Don't copy every word.
- Filter the information.
- Concentrate on key ideas. Some students may develop useful shorthand or codes.
- Classify the information; for example, content (concepts and facts), references, illustrations.
- Organise the information by using a plan.
- Keep a note of the source and page references.

Dot and jot record

Question

Source: (website, newspaper, text etc)

Title

Author

Publisher

Year of publication

Place of publication

URL

Dot and jot notes

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