

Why do we need to make notes?

When you find the answers to your questions you need to write it down so you can use the information in your presentation

Keys to good note making:

- Decide what is useful and correct information
- Write down the main points - in your own words
- NOTE: This doesn't need to be in full sentences
- You might use abbreviations

Q	question
A	answer
e.g	example
B/C	because
B/4	before
Ref	reference
vs	versus
<	less than
>	greater than
=	equal to

- Write down where you got the information from
- If it's a book, you need to note down:
 - Author
 - Year it was published
 - Title
 - Where it was published
 - Who published it

Example: Champion, N. (2010). *In an emergency*. London, Franklin Watts

HINT: This information is usually found on the page after the title page

- If it's a website, you need to note down:
 - URL (or website) address
 - The date you wrote down the information

Example: <http://www.wilderness-survival.net/chp1.php> retrieved 29th May 2013

