



Instructor Guide for

## Note-taking Worksheet

(SPARK >> Exploring >> Gathering & Noting Ideas)

*NOTE: The resource can be used as a first step in preparing annotations for an annotated bibliography or a literature review.*

### Skills Addressed

- identifying main points and argument(s)
- summarizing material succinctly
- identifying evidence within a reading, and connecting it to author's points and argument
- connecting a reading with other sources and the research topic

### Suggested Uses

- Independent student use:** Ask/suggest that students read resource on their own and decide for themselves when/if/how they will use resource
- Instructor-led Discussion:** Devote lecture/tutorial time to describing the resource, its purposes and uses, and/or incorporate description and use of resource into broader discussion focusing on building the skills the resource targets
  - Tip:** Instructor can lead a class through completion of the note taking worksheet for a chosen reading
- Small Group Discussion:** Use to stimulate informal class/tutorial discussion, and/or small group discussion

### Feedback / Evaluation Options

- Personal reflection and/or self-assessment**
- Informally, in small group discussion: Assign to students to complete for sharing and discussion in small groups**
- Peer Evaluation: Assign to students to complete independently, for more formal peer evaluation**
- Instructor Evaluation:** Assign to students to complete independently, or as one stage of a larger assignment, and hand in for formal instructor evaluation
- Tracking Completion without Evaluating:** Assign to students to complete resource independently (on an ongoing basis, or at specific, appropriate times during the course), then hand in to instructor to track completion without assigning a specific grade to any individual completed resource