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