

What to include in notes

Reference: Where is this from? ☐

Purpose:
What do I want to discover? ☐

Key info: What are the relevant points, quotes, examples? ☐

Thoughts: What do I want to say?
How/where might I use this? ☐

Links: How might this relate to other sources/viewpoints? ☐

Next steps: Are there any further sources or topics to explore? ☐

Making sense of research

- If you are looking at lots of sources, a research matrix may help to keep track. This is a table where you capture the reference, a brief summary, evaluation (strengths, critiques) and use in your research/writing.

Reference	Summary	Evaluation	Use

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Illustrations from 3rd year student
Lauren Clayton.

Find out more



Read:

Godfrey, J. (2014) *Reading and making notes*. Basingstoke: Palgrave.

Godfrey, J. (2013) *How to use your reading in your essays*.

Basingstoke: Palgrave.

Meriam Library (2010) *Evaluating information*. Available at:

<https://tinyurl.com/4z347hy6>

(Accessed: 25 February 2025).



Watch:

Frank, T. (2014) *5 Active Reading Techniques*. Available at:

www.youtube.com/watch?v=JL0pgJeE4_w&t=6s

(Accessed: 25 February 2025).



Scan the QR code to book a tutorial/workshop, or access remote resources.

Get in touch:

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Study Skills



Academic Reading



- Types of reading and parts of texts: p.1.
- SQ3R: pp. 2-3.
- What to include and research matrixes: p. 4.
- Find out more: p. 5.

Format: fold this page into three to create your trifold booklet!



Types of reading

Skim

Read quickly; try to gain a general sense of the source's focus.

Scan

Look for specific information e.g. a particular topic or name.

Active reading

Show engagement through questioning, taking notes and considering usefulness.



Key parts of texts

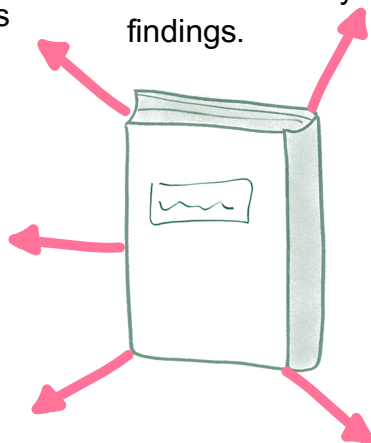
Contents: find chapter headings & related words.

Visual clues: images, diagrams or headings can reveal content.

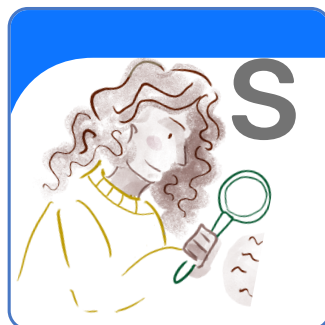
Intro/abstract: gain an overview; consider usefulness.

Conclusion: discover the key findings.

Index: search for keywords & names to find pages.



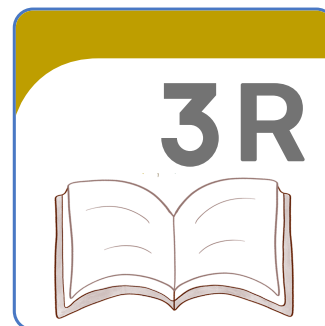
SQ3R Technique



Survey



Question



Read

Recall

Review

SQ3R provides a step-by-step process to guide reading. You can follow the different stages below.

1. Survey:

- Skim read to gain an overview of the source. Look at areas such as the contents, introduction and index.

2. Question:

- What do I hope to answer?
- How reliable is this source?
 - Use **CRAAP** to assess: currency, relevance, authority, accuracy, purpose (See link on page 5).

3. Read, Recall, Review:

- Pick a relevant area to read. Start by skim reading to gain a general understanding. Read in more detail and note-take.
- Recap what you have just read.
- Check your understanding and the accuracy of your notes.



Prioritise: you do not have to read from cover to cover. Save detailed reading and notetaking for key parts.



Try using Control (or Command for Macs) + F to search for key words in PDFs and web pages.