

Notes for using the Reading/Research Template.

1. Save a copy of the template on your PC/laptop/memory stick with your own preferred colour settings/font size/style/orientation.
2. Always record your reference/source information: using HARVARD or another system that you are required to use. It will save time for any written work to come out of your research and will enable you to re-trace any useful information at a later date.
3. Quotes are extremely useful as they provide direct links to the text and can be either used directly in your writing or paraphrased. Quotes are very important in academic writing!
4. Using quotes might also be quicker than trying to interpret and paraphrase into bullet points when you are reading so quotes may be more useful than bullet points. You also have time to consider and interpret quotes at a later point.
5. Try to use this template alongside another active reading strategy: Skimming and Scanning are the two quickest ways to access text but you will need to know what information you are looking for!
6. You may find it helpful to organise your completed templates in terms of topics/chapters in relation to particular pieces of writing although you will find that some quotes/pieces of information may be useful in several places.
7. To extend the scope of this basic template you could add another column to record your own ideas as you research: beware though, that you don't allow this to slow you down or distract you from the job in hand!! I believe this is best done somewhere else but it is your template to use to help **YOU**.
8. Remember this template is designed to help you be an 'ACTIVE' reader. Be ACTIVE in the way you read by doing something with the information when you are reading it.

**If you are interested to participate in the research project please contact the HCA research Co-ordinator at:
S.Crowson@hca.ac.uk**

Active Reading and Research Notes Template

Full Reference Info – for Bibliographies and later reading Surname & Initial of Author: _____ (DATE of publication), Name of book/journal: _____ Publisher: _____ Place of publication: _____			
Chapter & Page No	Quotes/Bullet point notes/names of images (try no more than 3 for any chapter/section)	Vocab	Further Research Ideas/Where to use this info