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| **Title of lecture/class:** | **Topic/full citation:** |
| **Date:** | |
| **Main Ideas:** noted either during class/lecture/reading or shortly afterwards. These are to help you clarify your understanding and to note points to follow-up later.  You could include your questions (to follow up at a later point) and/or any connections you’ve made to other topics | **Notes:** taken during class/lecture and/or when reading materials. These are to help you develop your understanding and to refer to later for revision or tutorial assignments  You may find it helpful to use bullet points and/or abbreviated notes using your own shorthand methods  You may want to include any diagrams and/or mind maps  Leave plenty of space between your notes to make it easier to find information later |
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| **Summary:** written after the class/lecture or reading. A brief summary will help you to identify the main points you have made in your notes | |
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