

GCSE TAKING NOTES PLANNING SHEET

Student:

Date:

1. Name the source. Include all the information you'll need to identify the source in a bibliography: name of the publication, chapter or article, author, publisher, and date of publication.

2. Write a summary. What are the main ideas or opinions discussed? If possible, use key words and phrases from the source in your summary sentence.

3. List the important details. Identify specific details and data that support the main ideas. When you include the exact words of the author or another speaker, use quotation marks to identify the beginning and end of the text.