

# NOTE TAKING ELEMENTS

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**Title:** either the full title of the piece, or title of the section within a larger piece of media.

**Source:** where you found the information (e.g. the featuring book, website, journal article, lecture, podcast, etc.)

**Format / medium:** book, website, video, podcast, journal article, etc.

**Author(s) or speaker(s):** name(s) of who wrote or produced the content.

**Date of consumption:** when the content was read, watched, or listened to.

**Date of publication / recording:** when the content was published or recorded. This can be important for context and relevance.

**Referencing notes:** to give credit in the context of where the information will be used.

**Contextual information:** provide background information or context necessary for understanding the content.

**Personal significance:** noting why you consumed this media or how you hope it will help you.

**Main takeaway points:** summarize the main ideas or arguments presented in the piece.

**Key concepts:** identify and define important concepts discussed in the content.

**Supporting evidence / examples:** summarise relevant information provided to support the main points.

**Section summaries:** provide a brief summary of each section or chapter of the content.

**Argument summaries:** summarize the main arguments presented, along with any counterarguments.

**Quotes:** direct quotes from the source that are particularly impactful or insightful.

**Outside quotes:** quotes used by the author from other sources and where to find them.

**References / citations:** if the source references other works, note down those references for further exploration.

**Statistics / data:** statistical information or data used to support the main points.

**Structure or organization:** outline the structure of the piece, including any subheadings or sections.

**Diagrams:** reproduce diagrams and visuals from the original source.

**Visual aids:** describe any diagrams, charts, or other visuals used in the content.

**Vocabulary:** record new terms or vocabulary introduced in the content along with their definitions.

**Cross-references to other notes:** link related ideas or concepts within your notes to facilitate understanding and connections.

**Comparisons with other sources:** note how the information aligns or contrasts with other sources you've encountered.

**Contextual significance:** consider the broader context in which the content was produced and its significance within that context.

**Critical analysis:** add your own thoughts, reflections, and critiques of the content. Evaluate its strengths and weaknesses.

**Contradictions or inconsistencies:** highlight any contradictions or inconsistencies within the content.

**Questions raised:** questions that arise while engaging with the material. These can be points for further exploration or clarification.

**Potential applications:** identify real-world applications or implications of the ideas presented.

**Action items:** actions you plan to take based on the information you've gathered.

**Personal insights:** include any personal insights or connections you make with the content.

**Emotional responses:** any feelings or emotions brought up in response to the content.

**Additional resources:** make a list of additional resources or further reading suggested by the content.

**Final thoughts:** conclusions, feelings, or key takeaways from your engagement with the content.