

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTE-TAKING TOOL FOR INFORMATIVE/EXPLANATORY TEXTS

Title of Text: \_\_\_\_\_ Author: \_\_\_\_\_

Topic or Issue: \_\_\_\_\_

### STAGE 1: INTRODUCTION OF ISSUE/TOPIC

Purpose/Function: The writer INTRODUCES the issue or topic

### STAGE 2: DEVELOPMENT OF IDEAS

Purpose/Function: The writer DEVELOPS ideas related to the issue or topic

*NOTE: This part is often divided into multiple sections/paragraphs and may include headings or subheadings. You may want to create a visual to keep track of the key ideas (i.e. Venn Diagram, Circle Map, Tree Map, ...)*

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_ Date: \_\_\_\_\_

**STAGE 3: CONCLUSION**

Purpose/Function: The writer provides a concluding statement or section

Questions or comments I have about the ideas or information presented in this text:

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My brief summary of the text (3-5 sentences):

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What next? What will I do with the information I gained from interacting with this text?

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