

Essay topic:	
Reference/summary of contents:	
Why am I reading this?	
What am I looking for? (Evidence? Arguments? Pithy quotations? Other?)	
How and where will I store the information?	
Where will I use the information?	

Which bit of my assignment will it help me with?	
How will I know that I have what I need?	

Adapted from: T. Burns and S. Sinfield (2008) *Essential Study Skills*, London and Thousand Oaks, CA: Sage, p. 159.