Notemaking using a grid

Notemaking is an active process that can be used in class or for research.

Notemaking is a good way of ensuring that you are not plagiarising information, as it encourages you to put things into your own words as you do your research.

1. When using a grid to make notes, always start by writing down the details of the resource you’re using and where you found it.

<table>
<thead>
<tr>
<th>Source</th>
<th>Dot points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living in the Middle Ages by Norman Bancroft Hunt, 2009. 940.1 BAN</td>
<td></td>
</tr>
</tbody>
</table>

2. Turn what you read into dot points, and make sure to include page numbers at the end. Ensure you put quotation marks around anything you’ve copied directly from the text so that you know it’s a quote.

**Sample text on craft guilds**

“These were formed later than the merchant guilds, and at first were considered to be less important. Craft guilds are associations of all the artisans and craftsmen in a particular branch of industry or commerce. For example, there are guilds of stonemasons, architects, weavers, dyers, embroiderers, bookbinders, painters, metalworkers, bakers and leatherworkers... The skilled craftsmen in a town usually consist of a number of family workshops in the same neighbourhood, with the masters related to each other, often sharing apprentices between them. Members of the craft guilds are divided into three skill and status levels – master, journeyman, and apprentice.”

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| Living in the Middle Ages by Norman Bancroft Hunt, 2009. 940.1 BAN | • Different guilds for different branches of industry  
• Often family workshops in one neighbourhood  
• Apprentices shared between family workshops  
• Three levels of membership – “master, journeyman, and apprentice.” |

3. Work from the dot points in your notemaking grid when creating your assignment.
4. Don’t forget to include a bibliography!