*Topic / reference / date*

**1. Notes**

**2. Keywords**

*Start here…listening in class / when reading/ looking at resources on line etc. write short sentences, use lists diagrams etc.*

***After 1. Notes:*** *Review,**think question. Tidy up with key words, main themes, connections.*

***After 2. Keywords*** *Review, understand and simplify. For quick reference write top level main ideas and points as simply as you can.*

**3. Summary**