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| Title | **Demonstrate knowledge of note taking** | | |
| Level | **1** | **Credits** | **2** |

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| Purpose | People credited with this unit standard are able to demonstrate knowledge of note taking. |

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| Classification | Core Generic > Work and Study Skills |

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| Available grade | Achieved |

**Guidance Information**

Definition

*Note taking* means using words or brief sentences and/or drawing diagrams in order to summarise key information in the text, which may be written or spoken. *Note taking* does not include writing a précis or a paraphrase.

**Outcomes and performance criteria**

**Outcome 1**

Demonstrate knowledge of note taking.

**Performance criteria**

1.1 Reasons for note taking are identified.

1.2 Four note taking techniques are described in terms of their uses.

1.3 Notes are taken that summarise a given source of information.

Range a different technique for two different sources of information; all the important information is noted.

1.4 Own preferred note taking technique is identified and reasons for that preference are explained.

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| Planned review date | 31 December 2027 |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 22 May 1996 | 31 December 2015 |
| Revision | 2 | 27 March 1998 | 31 December 2015 |
| Review | 3 | 26 September 2001 | 31 December 2015 |
| Review | 4 | 16 July 2010 | 31 December 2017 |
| Review | 5 | 18 June 2015 | 31 December 2019 |
| Review | 6 | 25 January 2018 | N/A |
| Review | 7 |  | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0113 |

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.