

Title	Demonstrate knowledge of note taking		
Level	1	Credits	2

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

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions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	2 March 2023	N/A

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 if you wish to suggest changes to the content of this unit standard.