Microsoft: Book Report

This template is technically for a book report but the sections proved good for sorting the information in my article as well. The main issue that I had is that it was almost too general. Most of the information that I put into it all went into one section. I felt like that sort of defeated the purpose of using a template opposed to a blank document

Google Docs: General\_note taking

This was my favorite template. It is set up as a chart that has sections for Bibliographic information, quotes or notes from the article, and my favorite, a place for ideas. This section I used to add on personal thoughts that correspond to things that I had read. So while I was outlining the article, I thought of an idea to fix a problem that was encountered. I then numbered the part in the outline that my thought pertained to and wrote my thought in the ideas section. This way when I present to the group the research I will be able to remember the idea I had.