

## NOTE TAKING

### Process:

1. Record one idea per card
2. Record source and page numbers
3. Write in phrases only
  - Do not use sentences unless recording direct quotations.
  - Save time by using abbreviations and symbols.
4. Record enough information for the note to make sense later
5. Cite paraphrased notes and direct quotations or give credit to the author within the text.
  - FAILING TO CITE YOUR SOURCE IS **PLAGIARISM** AND WILL RESULT IN A FAILING GRADE!

### NOTE CARD ORGANIZATION

Your finished citation should look like this!

<b>Encyclopedia Britannica: "Crusading Orders"</b>
"Crusading Orders." Britannica School. Encyclopædia Britannica, Inc., 2015. Web. 22 Jan. 2015. < <a href="http://school.eb.com.proxy.elm4you.org/levels/middle/article/273869">http://school.eb.com.proxy.elm4you.org/levels/middle/article/273869</a> >.

Here is an example of some completed note cards. Notice how there is only one fact per box.

	A	B	C
2	<b>Copy &amp; Paste Weblink (URL) -----&gt;</b>	<a href="http://school.eb.com.proxy.elm4you.org/levels/">http://school.eb.com.proxy.elm4you.org/levels/</a>	
3	<b>Citation</b>	"Crusading Orders." Britannica School. Encyclopædia Br Jan. 2015. < <a href="http://school.eb.com.proxy.elm4you.org/leve">http://school.eb.com.proxy.elm4you.org/leve</a>	
4	<b>Information</b>	<b>Paraphrase or Direct Quote?</b>	<b>Category</b>
5	Knights of the Hospital of St. John (aka Hospitallers): like doctors; took care of sick/hurt Christian pilgrims	Paraphrase	Background
6	Knights Templars: military protection for Christian pilgrims	Paraphrase	Main Event

Paraphrased Note	Direct Quotation Note
<ul style="list-style-type: none"> <li>• Paraphrase = closely restating info in your own words</li> <li>• Original ideas, theories, concepts or interpretations</li> <li>• Info not unique to one person's views or theories</li> </ul>	<ul style="list-style-type: none"> <li>• Use sparingly (not often)</li> <li>• When using a quote:                             <ul style="list-style-type: none"> <li>• Make sure to introduce your quote and provide context</li> <li>• Explain what the quote means and why it is important enough to include</li> </ul> </li> <li>• Helpful transition words:                             <ul style="list-style-type: none"> <li>• Here we see that</li> <li>• This statement shows</li> <li>• This tells us that</li> </ul> </li> </ul>