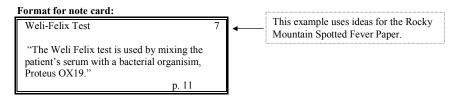
How to Make Note Cards

How to make note cards

Keep these points in mind when taking notes on note cards:

- · Use only one idea per card
- Give each card a specific topic heading or title (hint—use parts of your outline as the titles for your note cards)
- All information researched should relate to the topic or idea (hint—use parts of your outline as the titles for your note cards)
- Accuracy is crucial, especially with quotes and statistics
- Place the source # at the top right hand corner, identifying the source's informational card
 that provides the bibliographic information needed to create the Works Cited Page and
 Parenthetical Documentation.
- Identify direct quotes with quotation marks around the phrases or sentences extracted
 from the source word for word. In the lower right hand corner of the note card, write the
 page number(s) where the quote was located in the source.



The number of note cards needed to write a research paper is different for every student. If you cram a lot of information on one card, you will need fewer cards to accomplish the task. The idea is to research all aspects of your topic thoroughly, taking organized notes on note cards. After you have gathered all your information, you will sort your cards by specific titles and arrange them into a logical format. This will become the outline to use in writing the research paper.

Modified from

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Note Card Requirements Research Paper 12th Grade English

Remember these requirements for note cards

- You MUST turn in a photocopy of all research. Highlight the parts on the copies that you use in your paper. You MUST turn in note cards.
- Minimum of 75 cards
- Note cards must be written on index cards. Use the same size card that you used for your bib cards.
- One note per card Record one piece of information per card.
 This will force you to focus on just the essential information. This will make organizing the information easier when you are ready to write.

Each note card must include the following

- Identify the source if you numbered your source cards, put the number in the top right corner.
- Identify the page number This page number will be EXTREMELY important when you start to write the rough draft.
 Write the page number even if you are paraphrasing the information.
- Identify the category This is why you wrote your outline. If you find information on the treatment for Rocky Mountain Spotted Fever (the subject of my research) write the word "treatment" in the upper left corner of the card.
- Write the note on the card.

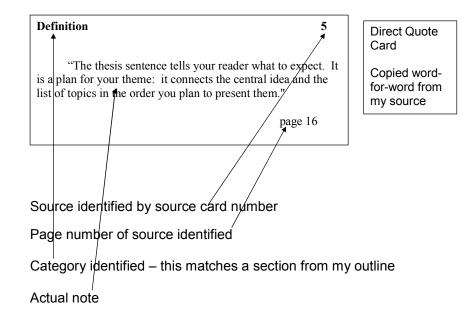
Remember there are three types of note cards

- 1. Direct quote 1/5 of your cards (15 if you have 75 note cards)
- 2. Paraphrasing 1/5 of your cards (15 if you have 75 note cards)
- 3. Summaries 3/5 of your cards (45 if you have 75 note cards)

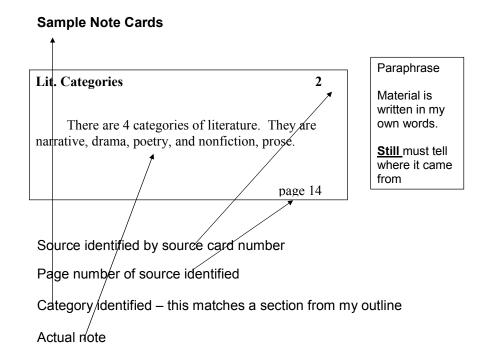
Minimum of 75 note cards are required

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Sample Note Cards



<u>Always</u> included the page number whether you copy directly or not.



<u>Always</u> included the page number whether you copy directly or not.

3

<u>Always</u> included the page number whether you copy directly or not.

Research Taking 3 Kinds of Notes

Your notes will probably contain a mixture of direct quotations, paraphrases, and summaries.

<u>Direct Quotations</u>: Sometimes you will find a writer's wording so vivid or effective that you decided you might want to quote it in your paper. On your note card, copy the quote exactly - word for word - just as the writer wrote it, and enclose the quoted material in large quotation marks.

To Do #1: Look through one of your sources until you find a sentence or phrase you might quote directly in your paper. Fill out a card for that direct quotation.

The Great Gatsby

F. Scott Fitzgerald letter to Maxwell Perkins (ed.) about plans for 3rd. novel:

> "I want to write something new something extraordinary and beautiful and simple = intricately patterned."

p. 112

<u>Paraphrasing:</u> When you paraphrase a text, you restate the writer's ideas in your own words. A paraphrase covers every idea in the same order as in the original, and it is usually almost as long as the original. See if you can recognize this poem from its paraphrase:

The speaker in the poem remembers a time when he was walking in the autumn woods and came to a place where he had to choose between two roads. He stood there a long time, feeling sad that he could not travel both roads. After peering down one road as far as he could see, he chose the' other, grassier one. Both roads were worn about the same and were covered with fresh leaves. He told himself he would go down

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the other road someday, but didn't really think he would ever be back. He says he will be telling about this choice many years in the future. His taking the less-traveled road was an important turning point in his life. The name of the poem is _____. (Did you punctuate that title correctly?)

To Do #2: Choose an important paragraph from one of your sources. Write a paraphrase of it. When you finish, ask yourself these questions:

a. Have you included all of the writer's ideas in the same order as the original? b. Have you used *your own* words? c. When you use the material you paraphrased in the text of your paper, will you cite it in parenthesis?

<u>Summarizing</u>: When you summarize something, you restate the **main ideas** in your own words. A summary does not give all the details -- only the most important ones. It should never be more than 1/3 the length of the original.

To Do #3: Choose one of the sources that you plan to use for your research paper. On note cards, summarize each of the important ideas that may be of use to you, using your own words. Be sure to write a heading, the code number, and the page number on which you found your information.

****HINT****

0f your documented material 1/5 = direct quotes 1/5= paraphrase 3/5 = summary



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