

Note Cards

(Outline Section)
II. A.

Author (last name)
Page Number

Direct Quote
OR
Paraphrase
(ONE (1) per note card)

❖ Some Note Taking Tips:

Once you found some information that you want to include in your paper ...

1. In the top left-hand corner of a note card, write the category and its roman numeral, and the subtopic and its letter that match your working outline.
2. In the top right-hand corner, write the author's last name of the book from which you are working and the page number where you found the information.
3. If you want to paraphrase the information, start a line or two down and write it in your own words.
4. For a direct quote, starting a line or two down, write the material you're interested in enclosed in quotation marks.
5. Write only one idea per note card.
6. Do not write notes from two sources on the same card.

ALSO ...

You do **NOT** need note cards for your paper's introduction, conclusion, and topic/concluding sentences UNLESS you are including research in them.

You will need *at least* 25 note cards.

*NOTE CARDS are to have your **name and English period** on the back of EACH. They will be **rubber-banded** and turned in.