

# Note Taking Methods

From "Ideas about Note Taking and Citing Sources"

<http://www.big6.com/2001/12/09/ideas-about-note-taking-and-citing-sources/>

1. **Paraphrase:**
  - appropriate for supporting information, biographical information, predictions, hypothesis, and drawing conclusions
  - put the information into your own words
  - information must be cited
  
2. **Summarize:**
  - typically used for beginning research, i.e., general explanatory material
  - read a large section of text for overall meaning and summarize in one or two sentences
  - information must be cited unless it contains common facts and knowledge
  
3. **Copy and paste:**
  - select and copy small portions (2–4 words) of text such as specific details, facts, definitions, and statistics
  - cite this kind of information if it gives you a new or unique perspective
  
4. **Direct quotes:**
  - reserved for one or two sentence statements that prove a point or reveal an attitude – use to back up your point
  - appropriate for primary sources such as diaries, journals, speeches, interviews, letters, memos, manuscripts, memoirs, and autobiographies
  - information must be in quotation marks and cited

## Note-taking checklist

- My notes contain keywords and phrases from cited sources
  
- My notes describe ideas and concepts that I have learned
  
- My notes contain vocabulary and terms that I understand
  
- My notes include quotation marks for direct quotes that support my presentation
  
- My notes thoroughly answer my research questions
  
- My notes are spelled correctly