

Basic Rules for Note Taking

1. DON'T WRITE EVERYTHING YOU READ!

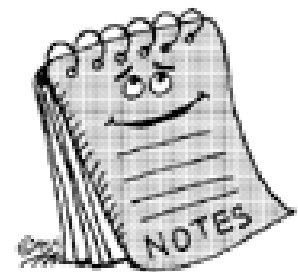
- ~ Decide what's most important.
 - Information you'll need later.
 - Information you want to remember.
 - Information that is key to understanding the topic.

2. DO NOT WRITE IN COMPLETE SENTENCES!

- ~ Look for important events, action words, etc.

3. WRITE IN YOUR OWN WORDS!

- ~ Summarize what you read.
- ~ Use "main ideas".
- ~ Exceptions:
 - names of people, & places
 - important terms
 - important "quotes"



4. BE ORGANIZED!

- ~ Categorize - group like information together.
- ~ Use titles for topics & sub-topics.
- ~ Write neatly.
- ~ Use space wisely.

5. IDENTIFY YOUR SOURCES!

- ~ On the page behind your notes - name **and number** your sources!
- ~ Gather important information for re-locating that resource:
Title, Website Name/ URL, Author's Name, etc.
- ~ Use the numbers in the upper-right corner of each page of notes!