

HOW TO TAKE NOTES

1. Know what kind of information you need to record.

- Focus your approach to the topic before you start detailed research.
- Ask the questions you need the answers for, and find the answers.
- Don't get caught up in a bunch of needless information.

2. Don't write down too much

- Don't write in complete sentences.
- Your essay must be an expression of your own thinking, not a patchwork of borrowed ideas.
- Plan to invest your research time in comprehending your sources and working the information into your own understanding and writing style.
- Your note cards will record only ideas that are relevant to your focus on the topic.
- They will mostly summarize rather than quote.
- Copy out exact words only when the ideas are ones you might use as actual quotations in your essay.
- Otherwise, compress ideas in your own words.
- Paraphrasing word by word is a waste of time. Choose the most important ideas and write them down.

3. Label your notes intelligently