

Making Note Cards

Rules to Remember:

- A. **Category** - Each note card should have a category that represents the areas of research upon which you will be focusing. (See 5 questions sheet in packet - those are your five categories for this project).
 1. For example, if you are researching pneumonia, your categories might include *causes, treatments, symptoms, and prevention*.
 2. When you finish, you will be able to put all the cards for a category together and start gathering your information. (**GREAT ORGANIZATIONAL TOOL**)
- B. **One piece of information per note card** (cannot combine categories and cannot combine paragraphs unless they are in order)
 1. **Summarize**
 - i. Read passage.
 - ii. Close the book or turn article face down.
 - iii. Write the information in your own words.
 2. **Paraphrase**
 - i. Read the information.
 - ii. Write the information using your own words.
 - iii. Changing words around or simply replacing one or two words will not work -- YOU ARE PLAGARIZING.
 3. **Quotation** - when you use the words **EXACTLY** as they are in your source
 - i. Copy carefully - must use word for word
 - ii. **DO NOT** forget the quotation marks
- C. **Paragraph/page number** - write in the lower left-hand corner
- D. **Card number** - write in the upper right-hand corner in a **circle**.

SAMPLE NOTE CARD

C A T E G O R Y	Causes - Write your note in this area	1A	C A R D #
	- Bulleted information (no sentences unless quote)		
	- Write notes neatly and spell correctly		
	Par. 1		

This information appeared in paragraph # 1 of the source.

