

Taking notes:

- 1) Use note cards (3x5 or 4x6)
- 2) Write the main idea of the passage (ex: exercise and health)
- 3) Write a “sub” idea of applicable (ex: running/boating)
- 4) Write essential words. abbreviate when possible. try to paraphrase what you read
- 5) If you quote, double CHECK exactly what you copied (especially statistics)
- 6) Bracket your words [] when you add them to a a quote
- 7) Use ellipsis when you leave out non-essentials (. . .)
- 8) Include the source number (have an index or table of your sources)
- 9) Write the page number (or relative minutes on media) of the source
- 10) USE ONLY 1 IDEA PER CARD. KEEP IT SIMPLE!

