

GUIDES FOR TAKING NOTES (PPT)

1. In the past, we used index cards to create source and note cards for the research paper. Now, we will use a PowerPoint for our source/note cards, which should make the note-taking process easier since you can type. Each slide in the PPT represents an index card. Slides are color-coded by source; that is, all the slides from the same source will be the same color.
2. First, skim the selection/article. Notice the headings and topic sentences. Do not take notes until you have discovered the important facts or ideas.
3. Once you have determined that you want to take notes from a source, create a source card slide. Type the source information in MLA format (as it will appear on your Works Cited page). In the title section of source card slide, put the in-text citation in parentheses.
4. Now you are ready to create note cards for that source. Each note card should include the following: (a) the color that matches the source card, (b) “slug” on the first line in the “title” section of the slide, (c) the note (paraphrase; no complete sentences), and (d) the exact page number from which the note is taken (no page ranges). If the source does not have page numbers, you can use a paragraph number if the paragraphs are numbered. Use the abbreviation par. to indicate it is a paragraph number. If no page or paragraph numbers are provided, do not include a number.
5. On each card write only information related to that one slug; do not repeat slugs within a source; when you change sources, you may repeat. The “slug” is the topic of that card. You can think of it as the label that might be on the outline. Imagine a website with multiple pages; what are the names of those pages in a dropdown list or site map? Those are like the slugs on the notecards.

6. If information goes across multiple pages (e.g., a paragraph that continues onto a second page), write the page number after the information that ends on that page; then continue on the same note card and write the other page number at the end of that information. Do not have page ranges.
7. Use your own brand of short-hand, but be sure both you and I can read and understand the notes later. On the note cards, you can use contractions and abbreviations, and omit articles (a, an, the), conjunctions, and any form of the verb “be.”
8. Do not take notes in complete sentences since you are more likely to plagiarize.
9. Take notes in your own words. Jot down facts and ideas, not the author’s words. If you use more than five words directly from the text, you must put them in quotation marks to give the author credit for the phrasing.
10. You may use no more than FIVE quotes in your notes. The whole idea of the paper is to synthesize the information you use so that it becomes yours. If you use only part of a quote, be sure you use ellipsis marks (. . .) and quotation marks. Place quotation marks around the quote; at the top of the note card slide, type QUOTE beside the slug.
11. I am not taking notes for you. Do not ask me what you should write down. You are researching and taking notes. At first, you will not know with certainty the exact focus of your paper. As you take notes, you will begin to notice common threads and patterns and a rough outline of your paper will begin to form in your mind. Do not waste time recording information from a source that has already been covered in a previous source.
12. When you turn the cards in, you must have a minimum of 5 source card slides and a minimum of 30 note card slides. So, you will have at least 36 slides in your PPT (title slide, 5 source slides, 30 note slides). This will count as a test grade.