

NOTE- TAKING STRATEGIES: WHAT FOR?

What do we take notes for?

- To help us **understand** what we read.
- To help us **organize** information as we read so that we can use it later on.
- To **keep track** of what we read and learn.
- To **distinguish** between our ideas and what we read and learn.
- To **know where** the information we are using came from in order to give credit to the source.
- To **go back** to the source when we need.

What difficulties have you had in the past when taking notes from books or internet for a project?

Problem #1

We take notes
on everything
we read



Some
information is
not relevant or
useful.



We waste time
with
information we
don't need.

Problem #2

We don't keep track of where the information came from.

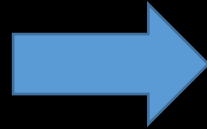


We waste time trying to find out where “the little yellow book I used yesterday” is.

If people who read our research want to find out more information, they wouldn't know where we found information.

Problem #3

We don't keep
track of where
the information
came from.



No credit given to
the source :
PLAGIARISM

PLAGIARISM

The act of presenting another's work or ideas as your own.



Can plagiarism be accidental?



Actions that might be seen as plagiarism

Buying, stealing, or
borrowing a paper

Using the source too
closely when
paraphrasing

Hiring someone to
write your paper

Building on someone's
ideas without citation

Copying from another source without citing
(on purpose or by accident)

**Deliberate
Plagiarism**

**Possibly Accidental
Plagiarism**



From "[Avoiding Plagiarism](http://owl.english.purdue.edu/owl/resource/589/01/)," Purdue Online Writing Lab
at <http://owl.english.purdue.edu/owl/resource/589/01/>

Avoid accidental plagiarism: Learn how to cite



Learn when to cite



Avoid wasting time: Learn how to take notes

Information mess
and loss



- Lots of topics copied in the same piece of paper..."puzzle work" is difficult.
- Important information gets lost.



Note-taking Strategies

NOTE CARDS: 4 types of cards

“Belongs to” card

Topic / focus card

Bibliography card

Information cards

“Belongs to” card

Name,
Grade
Project

Note: if you find this stack of cards, please contact me/
Si usted encuentra estas fichas, por favor avísame:

E mail
Telephone #.

Bibliography card

Source
number

1.

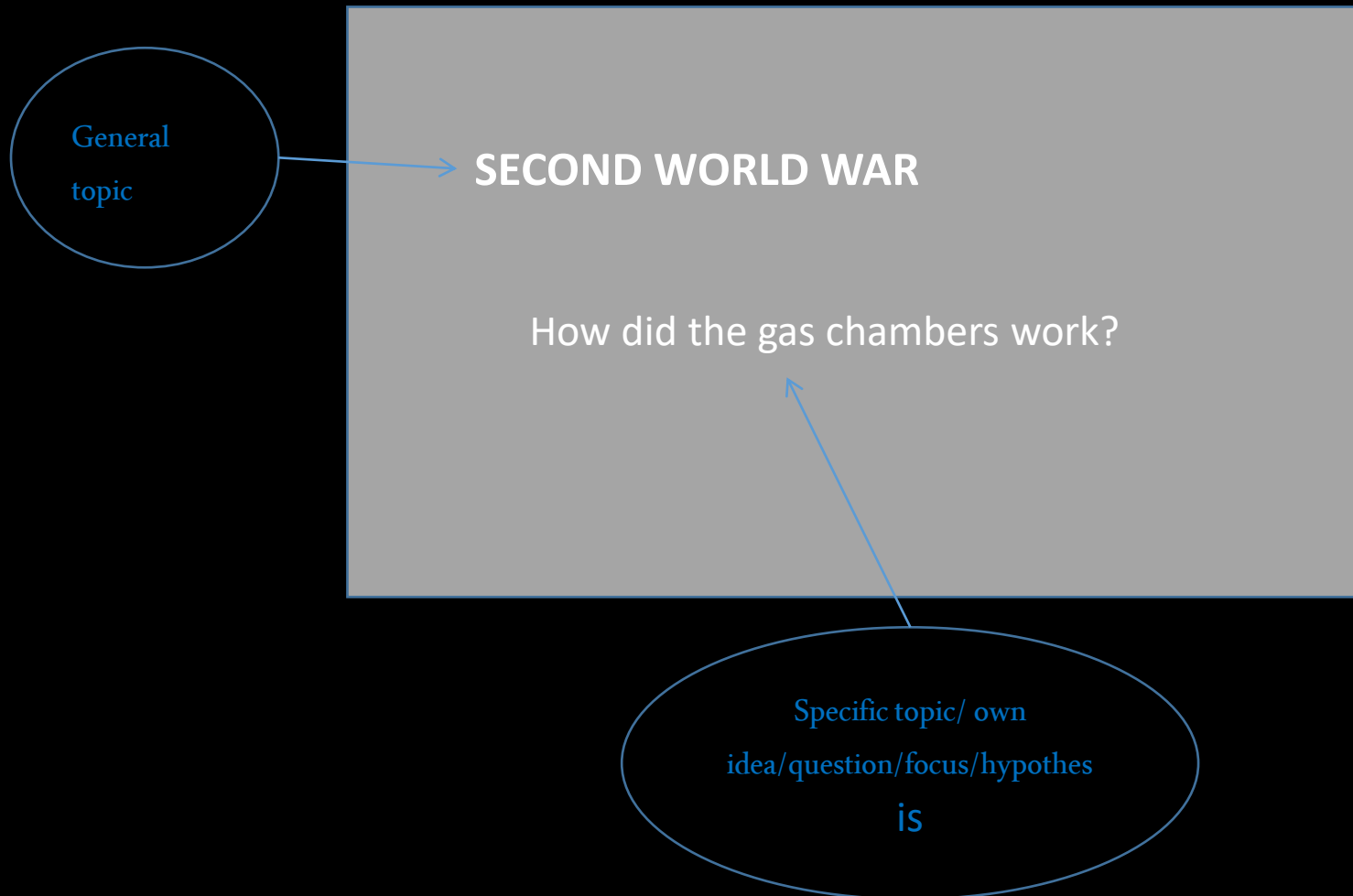
Bibliography MLA
style

Author. *Title*. Publishing House.
city, year of publishing.

331.5
Per

Where it is: call
number @the
library

Topic and focus card



Information cards

Source # and
exact page #

1. pg. 36

Specific topic
or key word

The gas chambers

In the gas chambers people were
poisoned with a gas called Zyklon B.

Did the victims feel any pain during
the process?

Paraphrase
information you find

ONE IDEA PER CARD!

My ideas, questions, comments...

Conclusions

- **Why do we take notes in an organized way:**
 - To keep track of what we read, learn and think
 - To keep track of where we found the information
 - To help us organize and classify the information we find
 - To avoid plagiarism

Conclusions

How do we use note cards to take notes:

- 4 types of cards
 - “Belongs to” card,
 - Topic card,
 - Bibliography cards
 - Information cards
- Information cards
 - Paraphrase
 - One idea per card
 - Your ideas in another color