

As you read the materials listed in your preliminary bibliography, take notes on ideas and jot down quotations, which relate to your topic. Try to answer the questions you made from the theme. Place this information on note cards using the following guidelines.

1. Place a descriptive **heading** at the top of each card; which highlights the main idea.
2. List **bibliography** card identification letter
3. Place **ONE main idea/quotation** on a card.
4. Leave the bottom line open for **categorizing** information.
5. List the **page number(s)** where information was found.

In addition:

- Use index cards of the same size
- Use abbreviations and phrases
- Place all quotes written word for word in quotation marks.
- Use [brackets] when adding or changing words within a direct quote.

1. Civil Rights March in DC	2. A
3.	
In Washington DC--On Aug. 28, 1963, more than 250,000	
people—including 75,000 whites—protested the denial of basic	
civil rights for African-Americans. Protesters marched to the	
Lincoln Memorial and listened to speakers demand the passage	
of the civil rights bill.	
4. Social Protest	5. Pg. 714

PARAPHRASE NOTE

Summarize:

Summarize (in your own words) as you take notes unless there is good reason to retrace the thinking of a source. When you summarize, you narrow or reduce what you have read to a few important points.

Paraphrase:

Paraphrasing is restating in your own words what you have read. It is a helpful note-taking technique when you are trying to retrace the thinking of one or your sources directly.

I Have A Dream Speech	A
“I have a dream that one day this nation will rise up and live out	
the true meaning of its creed: ”We hold these truths to be self-	
evident; that all men are created equal.” ...I have a dream that my	
for little children will one day live in a nation where they will not be	
judged by the color of their skin but by the content of their skin	
but the content of their character. ...”	
Social Protest	Pg. 714

DIRECT QUOTE

Direct Quote:

Use a source’s exact word when they include essential information, when the source’s language is unique or distinctive, and when the source is considered an expert on the subject. Put this information in quotation marks.

PRACTICE NOTE CARDS

Complete the 3 sample note cards using your textbook.

Summarize Text

Why would you summarize a note?

Paraphrase Text

Why would you paraphrase a note?

Quote Text

Why would you quote for a note?