

How to Prepare Note Cards

PROCEDURE

1. Always add a source to your bibliography **before** you take notes.
2. Make sure note cards indicate what is quoted and what is paraphrased.
3. Before you leave the library, make sure you have written a page number in the lower left corner of each note card.
4. Be neat, and pay attention to formatting details.
5. Develop a system for keeping your note cards organized.

EACH CARD SHOULD CONTAIN:	WHAT TO NOTE
<ol style="list-style-type: none">1. only one idea2. a specific topic label for that card3. the author of the work (if no author, use title)4. a note (one of the three types)5. the page number(s)	<ol style="list-style-type: none">1. any information that supports the thesis<ul style="list-style-type: none">o factso statisticso definitions2. statements by authorities on the subject

TYPES OF NOTE CARDS: direct quotation note cards, paraphrase note cards, and summary note cards

DIRECT QUOTATION NOTE CARDS

Use a **DIRECT QUOTATION** note when the author has phrased something particularly well, when the words express a meaning as no other words could, or when an authority has concisely stated an opinion relevant to your speech.

STEPS TO FOLLOW

1. Copy the quotation exactly.
2. Check to make sure you have copied all spelling and punctuation exactly.
3. Make sure that the section of the work you quote does not need the surrounding material to keep the same meaning.

SAMPLE DIRECT QUOTATION NOTE CARD

Topic of Card
(not speech topic)

Air Quality

French

Author

"The old notion that pollution is the price of progress seems finally to be becoming a relic of the past."

Speaker

*Hilary F. French
Energy policy analyst
for the Worldwatch Institute*

Volume, article,
page number, etc.

Issue 8: 155

PARAPHRASE NOTE CARDS

Use a PARAPHRASE NOTE most of the time, putting another's ideas into your own words.

STEPS TO FOLLOW

1. Ask yourself the author's purpose and/or main idea.
2. Put the idea into your own words.
3. Read what you have written to be sure that it reflects the author's idea.

SAMPLE PARAPHRASE NOTE CARD

Topic of Card
(not speech topic)

The Fight to Die

Binenbaum

Author

Paraphrase
Note

Two-thirds of health costs occur during the last few minutes of most Americans' lives.

Although the right to health care should not be denied, unnecessary heroic intervention defeats the purpose of health care.

Volume, article,
page number, etc.

SIRS, Health, Vol 4, Art. 2

SUMMARY NOTE CARDS

Use a SUMMARY NOTE to record in your own words the essence of a passage without examples and explanations. Summary notes are usually for less important or repetitive information.

STEPS TO FOLLOW

1. Ask yourself the author's purpose and/or main idea.
2. Write that idea in a few words.

SAMPLE SUMMARY NOTE CARD

Topic of Card
(not speech topic)

History of Drug Use

Hoerber

Author

Summary
Note

The book traces drug use from social upheaval begun in the 1960's to routine use particularly among teenagers.

It provides statistics and outlines successful drug education programs.

Volume, article,
page number, etc.

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