

## TAKING NOTES

1. Put pencil or pen down!
2. Review your questions and keywords.
3. Find a good section to read related to your questions & keywords.
4. READ
5. Think about what you read.
6. Now, pick up your pen or pencil and write what you Think!
7. Write or Draw only important  
Facts,  
Dates,  
Keywords,  
Your own thoughts,  
ideas, opinions about  
about what you read.
8. Do not use sentences!

If you need to copy something exactly, put it inside quotation marks. Write down the page number next to the quote on our Source Note.

If all else fails:  
Paraphrase or Summarize  
(and write the page number beside it)

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