

Note Taking 101

KEEPING TRACK

USE WHAT WORKS FOR YOU

- * Use separate pages for each source
- * Use a visual organizer
 - * *Timeline, web, chart, etc.*
- * Use a linear organizer
 - * *Lists, outlines, columns, etc.*
- * Use note cards

Remember to CITE THE SOURCE as you're working!

ASK YOURSELF QUESTIONS

- * How does this fit with what I know?
- * Does it fit with what I've read?
 - * Use numbers or symbols to make connections.
- * What doesn't make sense?
- * What is different or contradictory?
- * What new questions to I have?

STRATEGIES FOR ORGANIZING

- * Use **highlighters** to indicate different sections of your work.

- * Coloured markers or **electronic highlighters**
- * But NOT on original sources!
- * And use sparingly!
 - * Note why it's important. It might not make sense to you later.

- * Use different fonts or **styles**

- * **Use** graphic **markers**

HAVE A BACKUP PLAN

- * Back up computer files
 - * USB flash drive
 - * Put a volume label on the drive!
 - * Another computer or portable drive
- * Photocopy or scan your work

DON'T BE AFRAID TO ASK FOR HELP...

- * ...and be ready to accept advice!