Note Taking Page

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_ Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete a separate worksheet for **each** source you are using.

**🕮 Print Book:**

*For print books, you will find this info near the beginning of the book in small print.*

|  |  |
| --- | --- |
| Author |  |
| Title |  |
| PublicationCity |  |
| PublishingCompany |  |
| Year |  |
| Page # |  |
| Chapter Title |  |
| ISBN # |  |

**🕮 Magazine:**

*For magazines, you will find some info on the front cover, but the author will be at the beginning of the article OR at the end.*

|  |  |
| --- | --- |
| Author |  |
| Title of Article |  |
| Magazine Title |  |
| Date Published |  |
| Page # (Start and end) |  |

🖳 **Internet Web Site:**

*For websites, you will often find this information at the bottom of the webpage*

|  |  |
| --- | --- |
| Author | *(If you cannot find it, don’t worry)* |
| Website Title | *(Should be at the very top)* |
| Date Published  | *(See if you can find at least a year it was published)* |
| Publisher | *(For example: National Geographic)* |
| Date Retrieved | *(Today’s date)* |
| URL |  |

**🕮 Encyclopedia Articles:**

*You will find this info either near the beginning of the encyclopedia or by the article itself.*

|  |  |
| --- | --- |
| Article Title |  |
| Author |  |
| Encyclopedia title |  |
| Volume and Edition |  |
| Publisher, City, and Year |  |
| Pages (Start and End) |  |

**🕮 Database Articles:**

*For databases, all you need to know is this basic info. Usually citation information is found on the article page.*

|  |  |
| --- | --- |
| Title of Article |  |
| Topic you found the article under |  |
| Date Retrieved |  |

Some tips on taking notes. . . .

Use one of three methods: **summarize, paraphrase, or quote the information**

**Summarize:** To give a shortened version of something that has been said or written. You are stating just the main points, not the details.

**Paraphrase:** Similar to summarizing, but you are restating the ideas from a specific passage/section rather than

summarizing the entire text (includes more details).

**Quote:** To repeat or copy the exact words spoken or written by somebody.

**Make sure to indicate if you are summarizing, paraphrasing, or quoting the information**

|  |  |  |
| --- | --- | --- |
| Summary, Paraphrase, or Quote? | INFORMATION | Page #  |
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