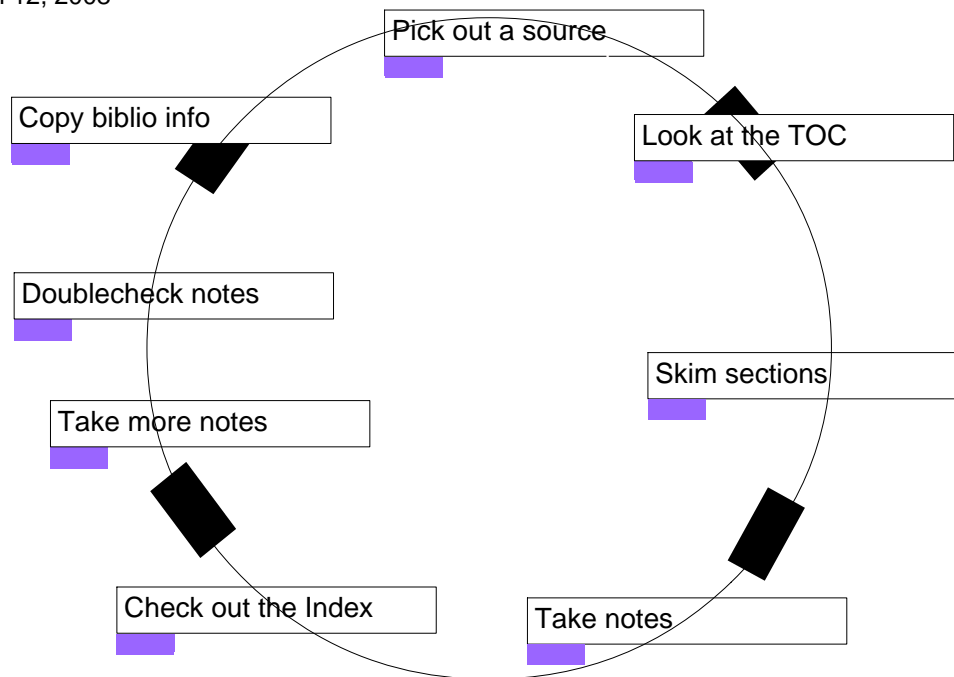


Process for Taking Notes

Diagrammed by Tonia Curtiz

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Plot Events and Descriptions

1. Pick out a source:

I look for a book or something that fits my topic. I like to flip through things or skim through them online to see if they look right for my topic.

2. Look at the TOC:

Next I look over the Table of Contents to figure out which sections will be most helpful.

3. Skim sections:

I skim through the sections that seem right for my topic. I put a sticky note on pages with info I want to take notes on.

4. Take notes:

I flip to the pages with sticky notes and paraphrase info on my laptop. I may also copy quotations I think I'll use later.

5. Check out the Index:

I check the index to see if there's anything else in the source that I can use. I flip to the pages and add sticky notes anywhere I want to take notes on.

6. Take more notes:

I return to the sections with sticky notes and either paraphrase or copy quotations again.

7. Doublecheck notes:

I read through my notes to make sure everything is clear and fix anything that I can't read or that isn't complete.

8. Copy biblio info:

I copy down bibliographic information on the source, so I can add it to my works cited page then I return the source to the bookshelf or go on to the next webpage.P