Taking good notes for a research presentation or project

**Dos & don’ts:**

-take notes in complete sentences with direct quotes🡪it is easy to turn a quote into a paraphrase, it is not easy to do the opposite, and will lead to having to do extra work

-take notes on facts as well as analysis—if it’s not your idea you still have to cite it

-have a goal for taking notes; do not just rewrite the whole segment

-take notes with a critical eye; do not just assume an opinion is a statement of fact

-take notes from sources as recent as possible, unless they are primary sources

-keep notes in an organized fashion you can easily move around within your outline or paper

-keep one fact or analysis on one notecard; don’t feel the need to fill the whole card

-if using a book, write down the page number the note came from so you can go back as reference that if need be

-use a bunch of sources, don’t simply rewrite the ideas of one author for most of you notes with only a few other things thrown in