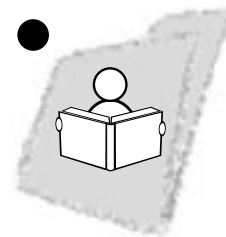


Stage 3: Think and Connect



Note-Making Techniques

Making notes is a vital research-processing skill. After gathering the best sources of information for their research, students must now collect the data they need to answer their research question(s). When they are making notes from several sources, they are beginning to analyze data. By putting the information in their own words, they are demonstrating their understanding of key concepts and ideas of others.

Teach a variety of note-making methods and techniques. The following can also be used with word-processing and other software programs that organize information.

Split-Page Notes

Fold your paper in half and try one of the following:

- Use the organizers 3.4: Recording Sources and Information or 3.5: Making Notes by Subtopic.
- On one side, record headings/subheadings at the top of each fold, and list point-form information (keywords, phrases) underneath.
- On the other side, record factual data, ideas, and quotations related to the topic, or your personal reflection, or questions you have, or create a web, sketch, chart, or graph about what you have learned.

Index Cards or Large Sticky Notes

Index cards and/or sticky notes can be manipulated, sorted, or categorized into subtopics and used for word walls.

- Use a separate index card for each subtopic and/or source.
- Record notes on one side of the card only so you can spread them out, sort, and organize them later.
- List each source (list title, author, page) or number each source and create a separate numbered source sheet of all sources used. Then use these numbers to identify sources on your index card.

Visual Representation

Encourage students to rework information visually. This helps them think about and remember the information.

- Create webs, mapping ideas, and sketching information that appeal to visual learners.
- Explore concept-mapping software that represents relationships among ideas.
- Consider using visual organizers to make notes while viewing a video.
- See Stage 3, Organizing the Information, pages 79–85, for information on visual organizers.

Three Kinds of Notes

Discuss note making with your students.

Summarizing

- Condense ideas, details, and supporting arguments in point form, sketches, mind maps, or diagrams.

Summarizing

- Take an author's idea, select what is significant, and restate it using their own words and sentence structure.

Summarizing

- Copy the information directly from the source because it is important to use the author's words/ pictures exactly.

Remind the students to always record the reference accurately for each quotation.