WebSource

For the Classroom
College and Career Readiness
Research Skills: Note Taking

Discussion Questions

- What are the steps you take when researching a topic?
- How do you choose what information to use while researching a topic?
- How do you record this information?

Activity: Take Note(s)!

Students will be able to take constructive notes with doing research.

MATERIALS
- Computer(s)

PROCEDURE
1. Explain to students that taking constructive, well-organized notes while completing research is an important step to successfully completing a research project or paper. While doing research, one can stumble upon endless amounts of information so it is important to narrow that information down to what is important for the ideal outcome. It is also very important to organize notes in a way they can be used to refer back to.
2. Explain to the students that not all information they find is necessary to include in their final product or paper. Today, we are going to discuss ways to categorize and distill the important information from background details that likely will not be used. We will also review *how* to take notes so that they can easily be referred back to.
3. Have students take out a piece of paper and a pen or pencil. As a class, create the following list of bolded words on the board.
   - **Key Words**: When taking notes, look out for key words. These may be bolded, italicized, highlighted, etc.
   - **Quotes**: Determine whether or not a quote may be useful to your project.
   - **Data Categories:** Determine what data will best suit your project. Do you need research findings, news stories, a timeline of events? Keep in mind, what you are trying to determine with your findings.
   - **Where You Found It -- Page Numbers, Sections**: Keep track of page numbers, sections, etc. when taking notes so you can refer back if need be.
   - **Web Address**: Always keep track of the website (URL) for citing purposes.

4. Dismiss students to computers. Have students begin researching topic of their choice. Have students take notes on their findings. You can copy and distribute the attached chart.
5. When time is up, have students share their notes with the class.

Take Note(s)!

Topic: _____

Key Words	
Quotes	
Data: News Stories, Research, Timeline	
Page Numbers, Sections	
Web URLs	