

Note cards are an easy, efficient way to do research on a topic.

1. After you have found information on your topic you'll need to make a bibliography card and give that a reference number.
2. Then read the information. Pick out information that you will want to remember, that is connected with your topic. Use a note card to record information on one subtopic only. A note card should contain only one idea.
3. Use additional note cards to record other ideas you find in your reference. Note cards can be written in outline form, in your own words, or in direct quotes.
4. Legible handwriting and correct spelling now will make work easier later.
5. Don't forget to put your reference number on each note card you make from that reference.
6. Note cards must be hand written, they cannot be typed or printed off on a computer.

Here's an example:

Wombat – is a thickset, burrowing animal, about three feet (91 centimeters) long. It is a marsupial (a mammal that carries its young in a pouch.) Wombats live on the island of Tasmania and in southern Australia. The common wombat's tough hide with its long coarse fur is used to make long-wearing rugs. The fur is yellow-black to gray-brown. Wombats dig burrows only at night to feed on roots, vegetables, and leaves. Wombats make affectionate pets.

Bibliography Card:

(1)

Fagan, Jeffrey. "Wombats." Encyclopedia Britannica. Ed. Rosalyn Carson DeWitt. 2nd ed. 4 vols. New York: Macmillan, 2001.

*Note Card:
Outline form*

(1)

Fur

I. Fur

- A. Tough hide
- B. Long
- C. Coarse
- D. Yellow – black to gray brown
- E. Makes long wearing rugs

*Note Card:
Your own words*

(1)

Habitat

- Island of Tasmania
- southern Australia

*Note Card:
Direct quote*

(1)

Category of Animal

“It is a marsupial (a mammal that carries its young in a pouch.)”

p234

*Improper
Note Card:*

Wombats

Wombats our Australian marsupials with thick black – brown fer. Wombats are about 3 feet long and ate vegetables. “Wombats make affectionate pets.”