

Notes Tips and Techniques

1. Make sure to date your notes every day, ESPECIALLY when taking notes from a website.
2. Make sure you can clearly tell from which resource your notes came.
3. Any phrases more than three words long that you copy from a resource should be in your notes with quotation marks.
4. Rewrite the notes in your own words. Transferring information into your words and then into your own words in your paper helps eliminate the possibility of plagiarism.
5. Summarize, but don't be too brief so that you will still understand your notes.

Your notes will be worth 25 points.

They should be turned in with the final draft.

Your notes may be hard copy (on paper or notecards) or digital.