

1. **ATTACH** bibliography card here;
or ...LIST brief information from your
card:

Author: _____

Title: _____

2. **READ FIRST!!**
Read (or observe) your
material thoroughly
before taking notes.



3. **RECORD your NOTES**

- Replace phrases with single words
- Use your own words
- Make lists
- Identify direct quotes with "."
- One idea per line
- Effort at this stage makes writing much easier

