

NOTE CARD FORMAT

Use white, lined index cards.

Things to remember when taking notes:

**Put one idea or fact on each card**, along with one or two supporting

details or examples.

Include the author’s name, abbreviated title of the source, and the number(s) of the page(s) on which you found the information.

**Summarize, paraphrase, or quote**.

**Summarizing** means putting the main idea(s) into your own words and only including the main point(s).

**Paraphrasing** means rephrasing or rewriting the ideas, words, phrases, and sentence structures of an author in your own words without changing the author’s meaning.

**Quotations** are the exact words of an author. When quoting from a source, use quotation marks and copy directly from the text word for word.

Use more cards rather than fill up a few. Having just one fact or idea per

card will allow you to group related cards into subtopics and order them for your presentation or outline.

Author(s) Title of Book or “Title of Article”

(last name, first initial) (Abbreviate – be consistent)

Page #

One fact/idea

supporting detail

supporting detail

Sample Note Card

Sample Note Card

Rogers, G. “Alexander III”

p. 6

He and his army conquered armies throughout Persia between

336 and 323 BC, spreading the Hellenistic empire by founding

over 70 Greek cities in the Near East.

Bowman, J. Treasures

p. 42

Appearance of Greek vases, 900 BC:

900 BC – Geometric style, painted with patterns of

horizontal lines

800 BC – Started adding geometric forms of animals

750 BC – Painted human figures but in abstract not

realistic form; soon added more details and showed action

Sample Note Card

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Slavicek, L. “Science”

p. 43

Areas of science in which Greeks made great advances during

Hellenistic period:

Physics

Astronomy

Mathematics

Medicine

“Literature, Greek” Ancient Greece & Rome

pp. 6-7

Epic poems and tragic dramas are the two main types of Greek

Literature

Definition of epic poem: “long poem about legendary or

historical heroes, written in a grand style”

Examples of epic poems: Odyssey and Iliad by Homer