Note Taking and Research
Why, How, and What?
Note Taking & Research

When researching a topic for class project, you usually need to find:

- News Articles
- Books
- Web Pages
- Videos
Note Taking & Research

Taking useful notes from these information sources is important, but ...
... how do you take & organize notes that are truly helpful?

<table>
<thead>
<tr>
<th>Fast food</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy’s hamburgers</td>
</tr>
<tr>
<td>McDonald’s fries</td>
</tr>
<tr>
<td>Sonic shakes</td>
</tr>
</tbody>
</table>
Note Taking & Research - Why?

Keeping detailed notes from research sources:

- Helps organize ideas
- Gives credit to original authors
- Follows Lone Star College System Academic Integrity Policy
Note Taking & Research - How?

Organize information using:

- Index cards
- Sheets of paper
- Sticky notes
- Electronic files
Note Taking & Research – What?

When using various sources:

- List identifying information for each source

(see MLA format for citing sources examples on next 2 slides)
Example for a Book Source

1. FAST FOOD-PROBLEMS
2. Schlosser, Eric.
3. Fast Food Nation: The Dark Side of the All-American Meal
4. Houghton Mifflin
5. 2001.

Key to Numbers on Example Above:

1. Topic 2. Author 3. Title 4. Publisher 5. Publication Date
Note Card Example for a Article in a Library Database Source

1. FAST FOOD-NUTRITION
2. Boyle, Matthew.
3. “Can You Really Make Fast Food Healthy.”
4. Fortune
6. Business Source Complete

Key to Numbers on Note Card Above:

Note Taking & Research – How?

Include ideas that support your research question

List in your notes:
summarized, paraphrased, or quoted information
(see: Summarize, Paraphrase, and Quote: When and How? for more details)
Note Taking & Research – How?

Include ideas that support your research question

List in your notes:

1. **Topic** for each note
2. **Important words** in bold, capital letters, or highlighting
Note Taking & Research – How?

Include ideas that support your research question

3. **Page numbers** where information can be found
4. **Source information** abbreviated or complete (e.g., author, title, etc.)
List in your notes:

FAST FOOD-PROBLEMS

Schlosser, Eric
Fast Food Nation

(paraphrased information) – Fast food restaurant working conditions frequently require employees to face arrogant customers, upset about the service or their food. – p. 81
Note Taking & Research – How?

Include ideas that support your research question

List in your notes:
(see example on next slide)

Symbols & color coding for:

Your original ideas (OI) – highlighted in yellow
Direct quotations (DQ) – highlighted in pink
List in your notes:
Color code your original ideas (OI) in yellow highlighting

FAST FOOD-PROBLEMS (OI)

1. Believe they give better service there than at the drive through
2. Can maybe see if they’re giving me food that fell on the floor
Note Taking & Research – How?

List in your notes:
Color code direct quotations (DQ)
in pink highlighting

FAST FOOD-PROBLEMS (DQ)

Schlosser, Eric
Fast Food Nation

(DQ) – “A Taco Bell employee said that food dropped on the floor was often picked up and served.” p. 222
Note Taking & Research: More Tips for Keeping Track

Extra tips for documenting sources:

- Keep photocopies or electronic copies of all sources.
- Remember to cite multimedia information such as charts, graphs, photos, and music.
Note Taking & Research: Review

- **Why?** - Keep track of data & abide by academic integrity rules

- **How?** – Use paper or electronic files to collect information

- **What?** – Include trustworthy text, photos, music, web pages, etc. that support your research question and include source information
Note Taking & Research: Sources