Note Card Examples

(One way to do note cards is to put them on power point slides. You can make one slide for each card. I like to color code them by source (all the cards from one book are red, and the cards from one website are blue). Color coding does NOT replace your source numbers. It is just an extra way to help you get organized.

Make your first slide a title slide for your note cards.

 Include your name, the subject of your paper, and

your class hour.

Your note cards should have the source number (your bibliography cards should have source numbers, and all information taken from that source should havesource numbers that correspond to it). The source number goes in the lefthand corner.

If you write your information exactly as you see it in the source,

put it in quotation marks so that you know you quoted it.

Only a small percentage of your paper can be direct quotes.

If you put the information in your own words, don’t put it in

quotation marks. It is a good idea to reword the information

now to avoid plagiarism later.

Only put a sentence or two on each card. When you change thoughts, you should change cards. If you overload your cards with information, it will be hard to shuffle them into categories later (plus, you will have to make more cards ☺.

After you finish your note cards and shuffle them into

categories to create an outline, you can go back and

put the line number from your outline in the righthand

corner of the note card. This will help you keep your

cards in order when you write your report. You should

be able to just flip your cards and easily create your paper.

You can print out your note cards as thumbnails and cut them apart to stack up and shuffle into order. If you print at home with your own paper and ink, you can print them out as slides in large format. You may also shuffle them into order according to your outline (the order you will use them in your paper), by moving them up and down the scale on your power point program.