



## Taking Notes on Note Cards

1. Write **one** note on each card. Use only one side of the card.
2. Write only the important ideas using phrases. Abbreviate only if you understand the abbreviations!
3. If you are copying a direct quote, write the words exactly onto your card. Put quotation marks around the quote, and write the name of the person who said the quote.
4. Include the number for the source card that you made.

### example of a note card

