

# Making Note Cards

## Tip Sheet 12

Ask these questions:

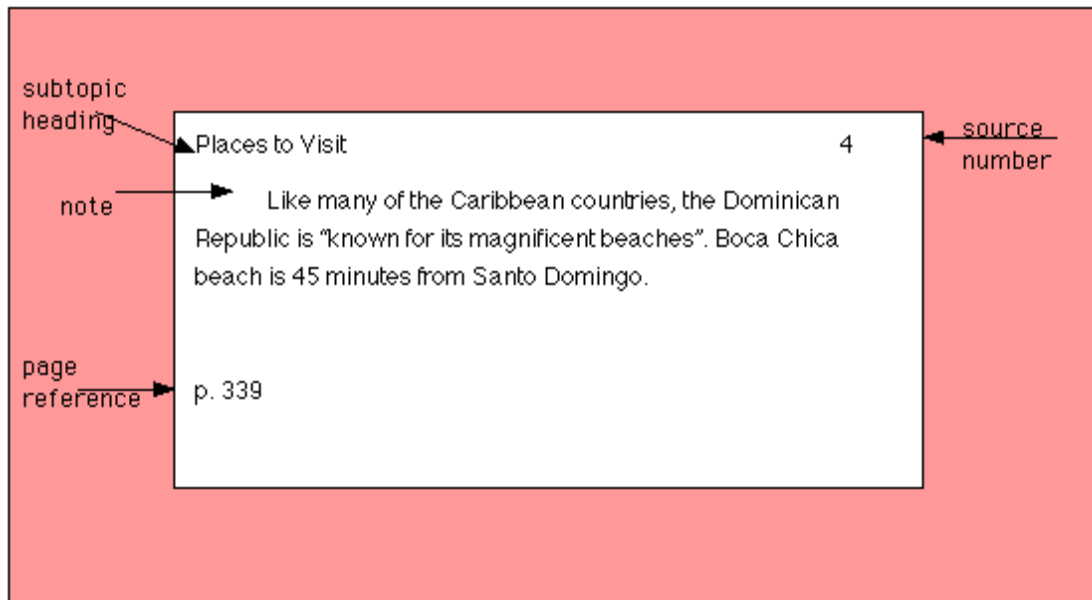
### Why do it?

It is useful to take notes on index cards because it gives you the flexibility to change the order of your notes and group them together easily. You can buy a few packages of 3x5 or 5x7 index cards at most drugstores or stationery stores.

### How do I do it?

1. Write the subtopic heading of the note at the top of each note card. (see Tip Sheet 11: [Creating Subtopic Headings](#))
2. Write only one main point on a note card
3. Only write information directly related to your Statement of Purpose. (see Tip Sheet 9: [Writing a Statement of Purpose](#))
4. Write only essential words, abbreviate when possible.
5. Be accurate: double check direct quotes and statistics.
6. Identify direct quotes with quotation marks and the person's name.
7. Bracket your own words [ ] when you add them into a quote.
8. Use ellipsis points (...) where you leave out non-essential words from a quote.
9. Distinguish between 'fact' and 'opinion'.
10. Include the source's number on the card (see Tip Sheet 4: [Making Source Cards](#))
11. Write the page number of the source after the note.
12. Use the word 'over' to indicate information on the back of the card.

Sample note card:



## WHERE TO GO FROM HERE:

[www.crlsresearchguide.org/13\\_Thesis\\_Statement.asp](http://www.crlsresearchguide.org/13_Thesis_Statement.asp)

Once you have answered your questions and taken a lot of notes about your topic, you are ready to finalize your Statement of Purpose into a Thesis Statement.

This is when you pick a definite point of view to write from. You will need to support your point of view with the evidence you have been finding.

[www.crlsresearchguide.org/14\\_Making\\_An\\_Outline.asp](http://www.crlsresearchguide.org/14_Making_An_Outline.asp)

You may want to go to this tip sheet if you are clear about the point of view you will take on it, or if you don't really need to make a formal Thesis Statement for this project. Ask your teacher.