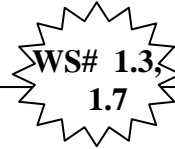


Completing Note Cards



If you take good notes, you will have a record of information when drafting your report. Follow these guidelines in preparing note cards:

- (1) Use a **3.5" x 5"** index card or a half-sheet of paper for each item of information.
- (2) Write a key word or phrase in the upper left-hand corner.
- (3) Place the **source card number** in the upper right-hand corner.
- (4) Place the page number(s) of the source information in the lower right-hand corner. For electronic sources, you may write the page number if available in a print or PDF version. Otherwise, write n.p., the abbreviation for "no pagination."

Sample Note Card

Key Word or
Phrase

Source Card
Number

Martin Luther's Speech

1

**Motivated people from all over the
United States to stand up for other
people's rights.**

p. 119

Notes

Page #

[Use **n.p.** if pages
are not numbered]

Types of Notes

As you take notes, you will **summarize**, **paraphrase**, or **directly quote** directly from the source material. Look at how the information is taken from the paragraph below:

I have a dream, too – that the literary merits of Martin Luther King’s “I have a Dream” speech will be thoroughly appreciated in every speech class in the nation. It is, quite frankly, one of the finest examples of rhetoric in this century. The speech positively rings with genuine sincerity, conviction, and purpose. King’s use of repetition to stir the audience and his use of biblical allusions are masterful. The speech was given on August 28, 1963, before a quarter of a million people in Washington, D.C. It moved people then, and it continues to move us today (Elements of Literature 206).

King’s Speech

1

“I have a dream, too – that the literary merits of Martin Luther King’s “I have a Dream” speech will be thoroughly appreciated in every speech class in the nation.”

p. 206

- **Directly quote** only when it is important to know the author’s exact words.
- Copy the source material word for word, including punctuation marks.

- **Paraphrase** when you need to remember the detailed information.
- Restate the material using your own words and sentence structure.
- Begin by identifying the writer whose words you’re paraphrasing.

Merits of King’s Speech

1

James Wisdom claims that the “I Have a Dream Speech” by Martin Luther King Jr., is one of the century’s best examples of Rhetoric. King uses repetition and biblical allusions well and is sincere and purposeful. King made the speech August 28, 1963, in Washington D.C., in front of a quarter of million people.

p. 206

About King’s Speech

1

The “I Have a Dream” speech by Martin Luther King, Jr., delivered August 28, 1963, in Washington D.C., before a quarter of a million people, is one of this century’s best examples of rhetoric.

p. 206

- **Summarize** when you need to remember only the main idea.
- Read the material first and write the note in your own words.