

NOTES TAKING

METHODS OF NOTES TAKING :

Notes taking is essential to research us exactly the same methods. Some prefer to take notes by hand or index cards or sheet of paper. using computer which save time and should improve the accuracy which have the transcribe material, including quotation ,from your notes into the text of your paper.

- First, the author's full name and complete the title of the source.
- Enough information to enable to locate the source easily in bibliography
- If the work not yet in bibliography, thus may visit search in city sites.

TYPES OF NOTES TAKING:

There are generally three types of note taking:

- *summary
- *paraphrase
- *Quotation

SUMMARY:

Summarize if you want to record only the general idea of large amounts of material.

PARAPHRASE:

It requires a detailed notes on specific sentences and passages but do not need the exact wording, you may wish to paraphrase to restate the material in our own words.

QUOTATION :

When you believe that some sentence or passage in its original wording might make an effective additional to your paper exactly what is appears in that material, word by word , be sure of quotation from summary and paraphrase .

RECORDING PAGE:

In summarising, paraphrasing or quoting keep an accurate record of the page or other numbered sections.

USING A COMPUTER FOR NOTE TAKING:

Using a word processor to store our notes in handy.

- For a short paper for which you have taken few notes, you place call notes in the single file and draw material from it .
- For a large paper that makes use of numerous sources , have create a new file for each source .

- **Another strategy** is to write summaries and paraphrases by hand and enter into computer file and make it copy.
- When use of computer file for note taking, be certain to save all note files and to keep copies of them on paper in backup location.

AMOUNT AND ACCURACY OF NOTE TAKING:

In taking notes, seek to steer a middle course between recording too much or too little. try to be both thorough and **concise** which should also help for summarising and paraphrasing author's ideas.