# *Research Note-Taking Strategies*

# Quoting Activity and Practice

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| ***What is quoting?***  A quote is a piece of writing taken directly, word for word, from another source. Those words are then placed in quotation marks, which indicate the exact words and ideas are borrowed directly from another source. |
| ***Why is quoting necessary?***  Though it should be used sparingly, quoting is an excellent form of note taking because it presents the exact ideas of another person, in the exact words of that person; however, for the research project, your essay should be mostly in your own words, which means most of your data should be in paraphrase and summary form. |
| ***When do I quote?***  Sometimes the idea of a writer resists paraphrasing. This difficulty often happens when writers use figurative language or idiom. Sometimes, however, the writer’s phrasing is so unique and so perfect that you do not want to paraphrase, and quoting the passage is the best choice. |
| ***How do I complete a quote?***  Quotes, like summary and paraphrase, are someone else’s ideas, but, in this instance, you are presenting the exact wording of the original. In order to quote accurately, you must copy the exact words and phrasing from the original. In your notes or on your notecard, you should also briefly explain the context surrounding the quote and indicate the speaker of the quoted passage. |

# Practice

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| *Directions:* ***1)*** *The paragraph below is from the article* ***“Ebola crisis in west Africa sees cocoa prices soar,”*** *by* ***Ester Han****, from* ***3******October 2014*** *edition of the newspaper,* ***The Sydney Morning Herald****.* ***2)*** *From the paragraph below, select a* ***portion*** *that would be challenging to put into your own words (look for idiom or figurative language). Copy that portion of the paragraph on your practice notecard.* ***3)*** *Next, add quotation marks and check to make certain you have written precisely and punctuated correctly.* ***4)*** *Also, near the quoted passage, you should briefly make note of the context for the quoted portion and note appropriate bibliographic information.* |
| The US health authorities have predicted another 1.4 million people could be infected in West Africa by January without extra intervention. If the virus spreads into the Ivory Coast, transport restrictions may be enforced, swaths of farming land quarantined, and migrant workers stopped in their tracks. The economy-sustaining cocoa industry could be brought to its knees, hitting the incomes of millions of farmers, buyers and exporters. |

***Sample Notecard for Quoted Passage – For purpose of comparison & illustration***

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| **“Ebola crisis in west Africa sees cocoa prices soar” 3 October 2014**  **The Sydney Morning Herald** |
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| **Speaker –** Esther Han |
| **Context** – Han explores the implications of the Ebola crisis on West African trade and |
| agriculture, as well as impacts on world markets. |
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| **“migrant workers stopped in their tracks”** and |
| **“The economy-sustaining cocoa industry could be brought to its knees”** |
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***When you begin composing your essay, here’s how to use quoted passages in your writing:***

The following sentence integrates the quoted portions from the notecard into a sentence with a **signal phrase** that provides **speaker** and **context for the reader**:

According to Esther Han, the West African Ebola crisis has the potential to halt workers **“in their tracks,”** and the entire cocoa industry could be, **“brought to its knees.”**

**Quoted passage integrated into a sentence with context only:**

The West African Ebola crisis has the potential to halt workers **“in their tracks,”** and the entire cocoa industry could be, **“brought to its knees” (Han).**

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| **Bold emphasis is added to sentences to demonstrate the use of quoted passages.**  In the sentence writing, the samples demonstrate how you use what is on your notecard in your essay. Note how the context and the quoted material are seamlessly blended together. The use of Esther Han’s idiom and figurative language makes these quoted passages worth repeating in my notes. If you take good notes, you will have all the material you need to write a great sentence later in your essay.  **Han’s name** is not mentioned in the signal phrase in the second example, so her name is **noted parenthetically at the end of the sentence, before the period**. You may vary the structure and phrasing of your signal phrases to avoid dull repetition of form, BUT the first time you cite information from a source, it is customary to mention the author’s name and to have a more detailed signal phrase. If you cite from the same source multiple times, however, such detail is unnecessary to repeat. |

# Paraphrasing Activity and Practice

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| ***What is a paraphrase?***  A paraphrase translates information from another source into your own words. However, unlike a summary, a paraphrase retells the information from the original in approximately the same number of words but in the researcher’s syntax (sentence structure) and diction. |
| ***Why is paraphrasing necessary?***  Paraphrasing is an excellent form of note taking because it presents the specific ideas of another person, but in your own words. Also, for the research project, your essay should be mostly in your own words and phrasing. Paraphrasing is a great way to incorporate the ideas of others into the body of your essay. |
| ***When do I paraphrase?***  Paraphrase is the best choice when you realize that the passage you have read offers a specific idea that you want to use, but the phrasing of the idea isn’t especially impressive. |
| ***How do I complete a paraphrase?***  Paraphrases are someone else’s ideas, but your phrasing in your syntax and diction. If there are words or phrases that you are unable to rephrase, you may put quotes around those words or phrases (often idiom or literary devices). This, however, should be done infrequently. |

# Practice

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| *Directions: Using the paragraph below, which is from an article about Ebola, carefully reread* ***the bold second sentence*** *of short paragraph. Pay close attention to the syntax and the ideas in the second sentence. Then, on your practice notecard, paraphrase the second sentence below.* ***Your paraphrase should also be one sentence.*** *Avoid looking back at the original until you complete the 1st draft of your paraphrase, then you should check for both accuracy and plagiarism.* |
| The US health authorities have predicted another 1.4 million people could be infected in West Africa by January without extra intervention. **If the virus spreads into the Ivory Coast, transport restrictions may be enforced, swaths of farming land quarantined, and migrant workers stopped in their tracks.** The economy-sustaining cocoa industry could be brought to its knees, hitting the incomes of millions of farmers, buyers and exporters. |

***Sample Notecard for Paraphrase***

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| **“Ebola crisis in west Africa sees cocoa prices soar” 3 October 2014**  **The Sydney Morning Herald** |
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| **Speaker –** Esther Han |
| **Context** – Han explores the implications of the Ebola crisis on West African trade and |
| agriculture, as well as impacts on world markets. |
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| Limitations on transportation, medical blockades on agricultural production, and restrictions |
| on travel for migrant workers may all come about if Ebola is detected in Ivory Coast (Han). |
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# Summarizing Activity and Practice

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| ***What is a summary?***  Summary condenses information. For example, you could reduce an entire chapter of a book to a short paragraph. Or you could reduce an entire paragraph to a few sentences. |
| ***Why is summary necessary?***  Summarizing is the best form of note taking because it is the fastest way to write down a lot of information. Also, for the research project, your essay should be mostly in your own words and phrasing. Summary is a great way to incorporate the ideas of others into the body of your essay. |
| ***When do I summarize?***  Summary is the best choice when you realize that the passage you have read offers general information about your topic. This general information is best presented in a condensed form, so summary is your best choice. |
| ***How do I complete a summary?***  Summaries are someone else’s ideas, but in your words. If there are certain words or phrases that you are unable to rephrase, you may put quotes around those words or phrases. This, however, should be done infrequently. |

# Practice

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| *Directions: Using the paragraph below, which is from an article about Ebola, carefully reread the entire short paragraph. Next, select the parts of the paragraph you believe to be the most important, the ones essential to understanding the passage. After making a mental note of these essential pieces of data, on your practice note card, summarize this passage as concisely as possible.* |
| The US health authorities have predicted another 1.4 million people could be infected in West Africa by January without extra intervention. **If the virus spreads into the Ivory Coast, transport restrictions may be enforced, swaths of farming land quarantined, and migrant workers stopped in their tracks.** The economy-sustaining cocoa industry could be brought to its knees, hitting the incomes of millions of farmers, buyers and exporters. |

***Sample Notecard for Summary***

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| **“Ebola crisis in west Africa sees cocoa prices soar” 3 October 2014**  **The Sydney Morning Herald** |
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| **Speaker –** Esther Han |
| **Context** – Optional for summaries |
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| Without outside support Ebola could impact millions and spread beyond the region, and the |
| West African economy and workers at all levels in the cocoa industry will be negatively |
| impacted (Han). |
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**Note-Taking Review – Graphic Organizer**

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| Source Material  To complete a research project successfully, a student should use a combination of note-taking strategies including quoting, paraphrasing, and summarizing. Each strategy is useful to a researcher depending on what the student hopes to capture from the source material. Specific data should be quoted or paraphrased, while main ideas can be condensed into a summative note. Careful and thoughtful note-taking is the key to success and will help students avoid plagiarism. |

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| Quote | Paraphrase | Summary |