

Gathering Information and Taking Notes

Name: _____

Date: _____

Score: ____ / 10



Quick Review

When you read or hear new information, take NOTES so you can remember it later. Notes should be SHORT — just keywords, names, numbers, and ideas — not full sentences from the book.

PRACTICE

Choose or write the BEST answer for each item.

- Which is a GOOD note?
 - Penguins are amazing animals that live in the cold, and they swim very fast in the water all the time.
 - Penguins — live in cold; fast swimmers
 - I don't know much about penguins yet
 - Penguins.
- Why do good notes use KEYWORDS instead of full sentences?
 - So you can copy your notes word-for-word into your project.
 - So you can write faster and find the idea later.
 - So your notes look messy.
 - So no one else can read them.
- You are listening to a teacher explain how a butterfly grows. Which is a GOOD note to write?
 - The teacher's voice is loud.
 - egg → caterpillar → chrysalis → butterfly
 - Butterflies are pretty.
 - I like the color blue.
- When you find facts from a book, you should write down —
 - only your opinion about the facts
 - the facts in short form, and where you found them
 - every word from the page
 - nothing — just remember it all



5. Which note BEST captures this sentence:
“The Nile River is the longest river in the world and flows through many African countries.”
- A. Nile = longest river; flows through Africa
 - B. Rivers are long.
 - C. I want to see Africa.
 - D. Many countries have rivers.
6. What should you do if a source uses a WORD you do not know?
- A. copy the word and move on
 - B. look it up so you understand what the fact really means
 - C. skip that whole page
 - D. make up your own meaning
7. Which is the BEST way to ORGANIZE several pages of notes?
- A. stack the pages randomly
 - B. group notes by subtopic or question
 - C. rip out anything that's boring
 - D. throw away notes you can't read
8. When can EXPERIENCES (something you saw or did) be a source?
- A. never
 - B. yes, when you have direct experience with the topic
 - C. only on weekends
 - D. only if a grown-up agrees
9. Which note shows GOOD note-taking from a video?
- A. This is a fun video.
 - B. key facts: bald eagle wingspan ~7 ft; lives near big lakes; eats fish
 - C. I will watch again later.
 - D. The narrator has a nice voice.
10. Take a fact you know about an animal and write it as a SHORT note (no full sentences).



Answer Keys

- 1 A B C D
- 2 A B C D
- 3 A B C D
- 4 A B C D
- 5 A B C D

- 6 A B C D
- 7 A B C D
- 8 A B C D
- 9 A B C D
- 10

Explanations

1. B	Notes use short phrases. A is too long; C says nothing useful; D is just a topic.
2. B	Keywords speed up note-taking and recall. The others miss the purpose.
3. B	B captures the steps. The others are not notes about the topic.
4. B	Short notes + source. The others either lose track or copy too much.
5. A	A captures the key facts. The others are vague or off-topic.
6. B	Always check unknown words. The others lead to errors.
7. B	Sub-topic grouping = easy reference. The others lose info.
8. B	Personal experience can be a source. The others are not true rules.
9. B	B catches three real facts. The others are reactions, not notes.
10.	Answer: Examples: Octopus — 8 arms, 3 hearts, blue blood. OR Cheetah — fastest land animal, ~70 mph. Any animal fact in keyword form.



Want Even More Practice? Check Out Our Other Michigan M-STEP ELA Test Books!



Includes 5, 6, 7 & 8 Test Prep Books

Michigan M-STEP Grade 3 ELA Preparation Bundle

26 full-length practice tests across four books (5 + 6 + 7 + 8)

No repeated questions — maximum practice value!

▼ DOWNLOAD INSTANTLY ▼



SCAN ME

Point your phone camera at the code · instant access to all four books

26 Tests! 4 Books One Bundle

Important: All our test books contain **unique, completely different tests** from each other! Each book offers fresh practice questions — no repeats!

<h4 style="text-align: center;">5 Practice Tests</h4> <ul style="list-style-type: none"> ✓ 5 complete practice tests with detailed explanations ✓ Perfect foundation for M-STEP ELA prep ✓ Builds confidence and test-taking skills ✓ High-quality questions aligned with standards <p style="text-align: center;">Start your practice journey!</p>	<h4 style="text-align: center;">6 Practice Tests</h4> <ul style="list-style-type: none"> ✓ 6 complete practice tests with detailed explanations ✓ Unique tests — different from the 5 tests book ✓ Perfect for more practice after mastering 5 tests ✓ Same high-quality questions aligned with standards <p style="text-align: center;">Take your practice to the next level!</p>	<h4 style="text-align: center;">7 Practice Tests</h4> <ul style="list-style-type: none"> ✓ 7 complete practice tests for deeper preparation ✓ Unique tests — different from 5 and 6 tests books ✓ Builds stamina with full-length practice ✓ Aligned to Grade 3 M-STEP ELA standards <p style="text-align: center;">Maximum preparation power!</p>	<h4 style="text-align: center;">8 Practice Tests</h4> <ul style="list-style-type: none"> ✓ 8 complete practice tests — our largest book ✓ Unique tests — different from 5, 6 and 7 books ✓ Great for final review before test day ✓ Builds true test stamina and confidence <p style="text-align: center;">Be fully prepared!</p>
--	--	--	---

Get the bundle at [EffortlessMath.com](https://www.EffortlessMath.com) — scan the QR code above to open the product page.