

Taking Notes and Listing Sources

Name: _____

Date: _____

Score: _____ / 10



Quick Review

When you research, take **SHORT** notes in your own words (paraphrase), group them by subtopic, and record the **SOURCE** for each fact: author, title, date, and publisher or website.

PRACTICE

Choose or write the **BEST** answer for each item.

1. The source says:

“The Pacific Ocean covers more area than all of Earth's land combined.”

Which is the **BEST PARAPHRASE** for your notes?

- A. Pacific Ocean = bigger area than ALL Earth's land combined
- B. The Pacific Ocean covers more area than all of Earth's land combined.
- C. Pacific Ocean = the largest body of water in the world
- D. Pacific Ocean = bigger than the Atlantic Ocean

2. Which note is **COPIED** rather than paraphrased?

- A. Bee dance = communication tool for hive
- B. “Honeybees do a special dance called a waggle dance to share information about where flowers are located,” the article says.
- C. Honeybees use a waggle dance to share where flowers are.
- D. Bee waggle dance → tells direction + distance of flowers

3. Which is the **BEST** way to **ORGANIZE** your notes for a multi-source project?

- A. one big paragraph with everything you've read mixed together
- B. a single stack of unlabeled sticky notes in random order
- C. a list of every quotation, sorted by which one is longest
- D. a chart with columns for **SUBTOPIC**, **FACT**, and **SOURCE**

4. When you list a **BOOK** as a source, which set of details is **MOST IMPORTANT**?

- A. the cover color, the font size, and the number of pages
- B. the number of pictures and where you bought the book
- C. the author, title, publisher, and year published
- D. the name of the bookstore and the shelf it sat on



5. When you list a WEBSITE as a source, which details are MOST useful?
 - A. the article title, the author or organization, the date, and the URL
 - B. the page's background color and font
 - C. the number of ads on the page
 - D. how long the page took to load
6. Which is the BEST way to GROUP a stack of mixed notes about whales?
 - A. leave them in the order you wrote them down so nothing gets lost
 - B. sort by SUBTOPIC (e.g., diet, habitat, communication, migration)
 - C. sort by the color of the pen you used
 - D. sort by length of each note, shortest to longest
7. You find the SAME FACT in three different reliable sources. This means —
 - A. you should ignore the fact because three sources is too many.
 - B. two of the sources must be wrong because they don't agree.
 - C. the fact is probably trustworthy and well-supported.
 - D. you should pick only one source and forget the other two.
8. Which is a GOOD note that records BOTH the fact AND the source?
 - A. Penguins waddle a lot.
 - B. I saw a video about penguins last weekend.
 - C. Penguins are really cute — my friend said so.
 - D. Emperor penguins can dive over 1,800 feet (Smithsonian Ocean, 2022).

9. Read this source sentence:

“Sea otters use small rocks as tools to crack open clams and other shellfish.”

Write a PARAPHRASED note in your own words (keyword style, not a full sentence).

10. You used a book by Maria Lopez called *Rivers of the World*, published in 2021 by GreenLeaf Press. Write a single SOURCE LINE for your project that lists all the important details.



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

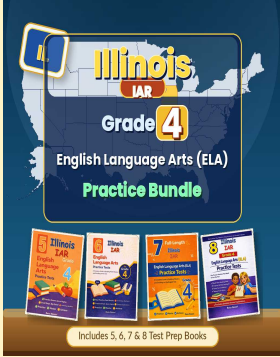
- 6 A B C D
- 7 A B C D
- 8 A B C D
- 9
- 10

Explanations

1. A	A keeps the FULL MEANING in short keyword form. B is copied word-for-word. C is true but CHANGES the source's specific claim (land vs. other oceans). D ADDS a claim about the Atlantic that isn't in the source.
2. B	B is a DIRECT QUOTATION pulled straight from the article with quotation marks. A, C, and D all paraphrase by re-wording the idea in shorter form.
3. D	D groups by meaning AND tracks each fact's source — the structure researchers actually use. A loses track of subtopics, B loses track of everything, and C sorts by an unhelpful feature (length).
4. C	Author, title, publisher, and year identify the WORK so any reader can find it. A, B, and D describe the physical copy or shopping experience, not the source itself.
5. A	Title, author/organization, date, and URL identify the WEB source. B, C, and D describe the page's appearance or speed — none of those identify what was published or by whom.
6. B	Subtopic grouping prepares each section of your draft. A loses organization, C uses a feature unrelated to meaning, and D groups by an unhelpful measure.
7. C	Independent agreement across multiple sources STRENGTHENS a fact. A, B, and D each misread the situation by treating multiple matching sources as a problem.
8. D	D records a SPECIFIC fact AND cites a clear source with date. A has no source and is vague, B has no fact, and C has no source and is opinion.
9.	Answer: Examples: (1) Sea otters → use rocks as tools to open clams + shellfish. (2) Sea otter = tool-user (rocks → cracks clams/shellfish). Accept any short, accurate paraphrase that (a) keeps the meaning (otters use rocks to open shellfish) and (b) uses keywords rather than the source's exact wording. NOT acceptable: copying the sentence, dropping the tool idea, or adding ideas (<i>otters are the smartest animals</i>).
10.	Answer: Examples: (1) Lopez, Maria. <i>Rivers of the World</i>. GreenLeaf Press, 2021. (2) Maria Lopez, <i>Rivers of the World</i> (GreenLeaf Press, 2021). Accept any source line that includes ALL FOUR ELEMENTS: author, title, publisher, and year. Punctuation order may vary. NOT acceptable: a citation that drops the year, drops the publisher, or omits the author.



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