

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.



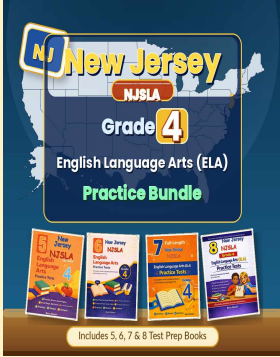
Answer Keys

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| 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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