**Note Taking**

Quotations must be identical to the original source.  They must match the document word for word and must be credited to the original author.

* You must copy the source material word for word and put quotation marks around it.
* Select quotations from authorities on your subject.
* Work quotations smoothly into your project.
* Cite your source.

Summary/Paraphrasing  involves putting the main idea(s) into your own words.  Take a statement and restate it in your own words.

* Identify the main points.
* Condense the main points without losing the essence of the material.
* Summarize a source when readers need to know the essential points, but not all the details.
* Paraphrase a source when a good portion of information is needed, but you want to limit your quotes and maintain your own voice in the project.
* Reproduce the source’s order of ideas.
* Use your own words and phrases
* Cite your source.

**Natural Disaster Notes**

* You will need to follow the outline of guided questions as you take notes on your disaster
* You should have 6 pages for your notes. One will be general information about your type of disaster. You will need one page for each of the 5 themes of geography to address the questions listed.
* The questions on your notes page are meant to be a guideline. It is not a typical list of questions to complete like a worksheet or in a textbook. They are designed to help you understand what type of information goes with each theme.