

# WRITING NOTECARDS

Whether you are reading an article, watching TV, or talking to someone, you will need to take good notes. Write a notecard for each important idea or fact you might use in your report.

<b>Title</b>
<b>Body Text (keep notes short)</b>
<b>Source Information</b>

There are three parts of a notecard:

1. **Title** -- Make sure it tells what the notecard is about. The titles will help you organize your notes easily.
2. **Body** -- Keep your notes short. They should fit on the front and back of the notecard.
3. **Source** -- Write the source of the information at the end of the notecard. To find more information on noting the source, please see the section entitled *Noting the Source on Notecards*.

After you've finished your library research, return to the Report Wizard and enter your notecards. Later you will use the Report Wizard to help you organize your notecards.

