

WORKING OUTLINE AND NOTE CARDS

Working Outline

- To organize note cards
- Taken from Purpose paragraph
- Should be in chronological order

Format

- I. Introduction
- II.
 - A.
 - B.
- III.
 - A.
 - B.
- IV.
- V.
- VI. Conclusion

- 3 ideas from Title and Purpose

Outline must be put on a
note card.

CARDS MUST BE TYPED.

Note cards

- Grades 7 and 8, 65-75 fact note cards, grade 6 44-50 note cards; these don't include title and purpose, works cited, thesis statement, name, or outline card
- Size of card doesn't matter
- Only type on ONE side
- Do more cards than needed

Note cards cont.

- Type only ONE fact per card
- Must be a complete sentence
- Don't use a pronoun unless already identified to what/whom the pronoun refers
- Use only third person pronouns

Note cards cont.

- Grades 7 and 8, 4 sources
 - maximum of three Internet

Must have 15-20 cards from each source

May use different color cards for each source

Note cards cont.

- Do works cited card for each source immediately
- Encyclopedia – can only use one article
- Each source must be on a separate card ex.
 - Source A – book
 - Source B – encyclopedia
 - Source C – Internet article
- Source D – Internet article

Writing Note Cards

- Upper left corner has the source letter
- Upper right corner has the outline Roman numeral
- Middle of card has one sentence that is a fact
- Lower right corner has the page number, if needed, or the word “internet” if internet source

Note Cards cont.

- Each Roman Numeral must have cards from different sources
- Keep cards in a plastic bag or box

Final Set Includes

- Student's name and title of project
- Title and Purpose card
- Working outline card – may continue on back
- Source/works cited note cards labeled A,B,C,D
- **Thesis statement written on card**
- Fact note cards in logical order, numbered on the back