



## ANSWER KEY

### Reading & Taking Notes (Video)

Check your knowledge about this topic by answering these questions.

1. If you do not know much about your topic, what is the best way to get started with the sources you have chosen?

12 points

- Read a detailed account of one particular aspect of your topic.
- Read a general overview article on your topic.
- Browse through your “no pile” to make sure you did not miss a good article.
- Read one source from cover to cover.

2. It is okay to change or add a research question after you start reading from your sources. True or false?

4 points

- True
- False

3. When browsing a book to find relevant information, you should do what?

Mark all that are correct.

12 points

- Browse table of contents and index for your keywords
- Read the front and back of the title page
- Scan headings, captions, and bold words
- Review every chapter

4. Why should you take notes when reading from your sources?

Mark all that are correct.

12 points

- Writing notes helps you document the answers to your research questions.
- Writing notes helps you remember your assignment details.
- Writing notes improves your handwriting and increases your writing speed.
- Taking good notes as you read will make writing your paper easier later.

5. When you take notes from a NEW source, what publication information should you include about the source itself?

Mark all that are correct.

12 points

- Author and title
- Publisher and publication date
- Page numbers
- URL for websites

6. What is the MAIN reason that you should include publication information about each source in your notes?

12 points

- So you know if you used the source
- So you can properly cite your sources later
- To help you organize your notes
- To know if the author is an expert

7. Which statements are true about using an author's exact words in your research paper?

Mark all that are correct.

12 points

- It is never okay to use an author's exact words because that is plagiarism.
- Use the author's words when it is easier than using your own words.
- Use the author's wording when it is a "gem," meaning that the passage is written in an especially clear or helpful way.
- You put the author's words in quotation marks and include the page number where you found them.

8. Finding the same information in more than one source \_\_\_\_\_ or \_\_\_\_\_ the information you have found.

12 points

- Copies or plagiarizes
- Gathers or collects
- Validates or confirms
- Questions or casts doubt upon

9. How do you know you have enough information in your notes?

Mark all that are correct.

12 points

- You have notes from every source you have found.
  - You understand your topic.
  - You have met all the requirements of the assignment.
  - You have answered all of your supporting questions
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