



# 4-H Briefs

Fun ideas to help members and families explore 4-H projects

Oklahoma Cooperative Extension Service 4-H Youth Development

## Recording

### FOCUS:

*Reading-* considering written ideas, thoughts, information and messages

### LEARNER OBJECTIVE:

- Reading and interpreting research information
- Taking notes on research information

### BACKGROUND:

Recording the information you find is an important part of the research process. You will begin to read the articles and books and other information you found and take notes about what you read. The notes should be taken only on information that is relevant to your topic. Also, remember when recording information it is important to note the source of the information so that you can cite the source in your paper.

### MATERIALS:

- Note cards or paper
- Pencil
- Sources

### PROCEDURE:

Record the information from your sources on note cards. At the top of each card write where the information came from and the page number. Also put a heading telling what the information is about. Then write a brief summary of the information.

Here is an example of the information that each card should have.

- source: (including author, publisher and date)
- page number:
- heading:
- brief summary

You should also follow these guidelines when recording information.

- *Direct Quote:* If you quote information directly (word-for-word) from the source, put quotation marks around it so you will remember it is quoted.
- *Paraphrasing:* Many of your notes will be information that you have put in your own words. This is called paraphrasing.
- *Observations and Conclusion:* You may also want to write notes about your observations or any conclusions you come to as you do the research. Be sure to mark these cards so you know that they are your own thoughts and conclusions.

### DISCOVERY:

1. How did you determine what was important to write down?
2. What problems did you encounter? How did you overcome them?
3. Why is it important to keep track of information sources?

### PIECING IT TOGETHER:

1. What are some other instances when you should attribute information to a source?
2. Besides writing a research paper, what are some other reasons to research a topic?

### TRY THIS:

When researching a topic it is important to develop an organizational technique you are comfortable with. If you found problems with taking notes on the cards, create another form of recording the information that is more effective for you and your research style. But remember to follow the same guidelines and record the right information.

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