

Note-taking for a Text-based Essay
SU Writing Center

After you take notes for your essay, here are some steps you can follow before you write your first draft.

1. Analyze your notes
 - a. Mark all of the notes that are useful for your essay.
 - b. Check all of the useful notes for mistakes.
 - c. Decide what information you still need. Find and take notes on the necessary information.
2. Organize your notes by putting them into categories. Make sure you know which text each piece of information is from.
 - a. Color code: Mark each type of information with a different color.
 - b. Note cards: Put one piece of useful information on each card.
 - c. Chart: Put each piece of useful information into a chart like this one.

	Reasons for space exploration	Positive outcomes of exploring space	Negative Outcomes of exploring space
Text 1: Human Beings in Space, 2010			
Text 2: Out of the Cradle, 1999			

3. Organize your notes by putting your ideas in order.
4. Organize your notes by making an outline or mind map.