

NOTE TAKING SAMPLE : "NOTE CARD" FORMAT

Notes are to be written in point form. Pick out the main ideas. No complete sentences. Use abbreviations, symbols and even drawings to explain an idea.
USE YOUR OWN WORDS!

TOP LEFT CORNER
Topic / Keyword /
Question

"Cacao Tree" (World Bk /v.3 /p.518)

- tropical tree \approx 25 ft high
- 20° N + S of equator
- produces leaves / fruit / flowers all year
- flowers in clusters \rightarrow pods of cacao beans
- ripe pods - red, yellow, golden, pale green or combo.
- 20-40 almond-shaped beans / pod

RESOURCE USED
Include page #s for books

"Harvesting" (World Bk /v.3 /p.518)

- cut by hand / knife or machette
- beans scooped out + piled under banana leaves or burlap - FERMENTATION (7-10 days)
- dried in sun or artificial heat
- bagged + shipped to food producers, etc

Manufacturing Choc. (milk chocolate) (World Bk /v.3...)

- Choc. liquor + milk solids + sugar + extra cocoa butter - MIX WELL
- Pass thru steel roller - SHEARED + RUBBED to smooth paste
- Pass thru "conches" (stone rolling machines) 72 hrs to smooth + develop flavour
- Sold as bars or coating for candies

- Point Form
- Use Abbreviations / Symbols

For writing essays: You can group information from a variety of resources by topic or main idea. When information is organized, each main idea then becomes the subject for the paragraphs in your essay.

For test reviews: Write the keyword, topic or question on the other side of the card and you can use them as flash cards for study purposes.