

Data Chart Organizer for Taking Notes

For handwriting notes:

Fold a large piece of drawing paper in half and, in the same direction, in half again. Turn it and fold that in half and in half again. When you unfold it, you should have 16 boxes. If not, start over on a new piece of paper. The fold lines form the borders of the boxes in which you will write.

For electronically taking notes:

Create a table in your word processing program. It should have 4 rows and 4 columns. Ask your teacher or librarian to help you if you don't know how to create and use a table. It is pretty easy to learn.

This is what a data chart looks like and what you will write in each box:

Data Chart for Note Taking

Your name and topic	Question #1	Question #2	Question #3
Source #1	Answer to question #1 from Source #1	Answer to question #2 from Source #1	Answer to question #3 from Source #1
Source #2	Answer to question #1 from Source #2	Answer to question #2 from Source #2	Answer to question #3 from Source #2
Source #3	Answer to question #1 from Source #3	Answer to question #2 from Source #3	Answer to question #3 from Source #3