

7. TAKING NOTES FROM A PRIMARY SOURCE DOCUMENT

Before reading the document, write down the basic information about the document.

1. Type of document (e.g., a speech, an article): _____
2. What is the document about? _____
3. Date when it was created: _____
4. Author(s): _____

Next use an encyclopedia and write down information about the author and the time period when the document was created. To use the *Encyclopedia Britannica Online*, go to <http://libraries.cuny.edu/resource.htm> and click on Encyclopedia Britannica Online in the green General/Reference Box.

5. Relevant information about the author(s) of the document (e.g., occupation, social class, beliefs):
 - _____
 - _____
 - _____
 - _____
6. Relevant information about the time period the document was created (e.g., political or social events related to the document):
 - _____
 - _____
 - _____
 - _____

Then read the document and write down information about the main idea (and supporting points even if you do not understand every word). Whenever possible, try to summarize information, and only copy down important words.

7. What is the main idea of the document? _____

8. What are the supporting points for the main idea?
 - _____
 - _____
 - _____

After reading the document, try to write down other information about the document. You may want to ask your professor or a tutor to help you with this information.

9. Who were the groups of readers that the author was writing for? (e.g., citizens, religious people)
 - _____
 - _____
 - _____
10. Why did the author(s) write the document? _____

11. How is the author's point of view similar to other ideas about the topic?
 - _____
 - _____
12. How is the point of view of the author different from others?
 - _____
 - _____