

Name: \_\_\_\_\_

## Biography Report      Notes / Outline Help

**Remember to use at least 3 sources for your information, one of which must be a biography book.** While reading about your person, find information that fits into the six categories below. Take on this sheet. You can later follow this paper like an outline to write your report. Think of your report as like a timeline of your person's life.

**Remember to take good notes (see Good Work Chart)** →

**1. Introduction: Name; Personal Information (birth, family, major events (like school)).** (Tip: This information can also be put throughout your paper).

### We are taking good notes if we:

1. Write only the most important words, not complete sentences. Try to put in your own words (but using some exact words is okay if we understand them).
2. Do not write unneeded words like: and, to, the, of, or, are, they, etc.....
3. Take notes on one subtopic at a time (for example, "what they eat").
4. Put a heading on your notes (like - "What they eat"). This helps you keep your notes organized.

### Example Notes:

**Paragraph from World Book Encyclopedia:**  
**prairie dog**

**Habits.** *Prairie dogs live in burrows. They come out of their burrows only in the daytime to eat. Their diet consists **mostly** of **plants**, especially **grasses**. Occasionally they eat **grasshoppers** and other **insects**.*

### My Notes:

(Subtopic) **What prairie dogs eat:**  
**plants, mostly grasses.**  
**eat grasshoppers, other insects.**

**2. What did he/she do to be famous/important? Explain their important contributions to science. Explain the science concepts involved.** (Tip: when writing, 2 and 3 can be combined).

**3. Personality characteristics (how is he/she inventive? tenacious? a problem solver?)**

4. **Why** is what he/she did important? **How** did he/she change our world for the better?

5. **Death (or still living); Other Interesting information**

6. **Conclusion: What do you admire about your person?** (Tip: You are not taking notes from a book here. This is where you brainstorm your thoughts and feelings (your opinion) about your person. Express yourself!)