

MUSQ

Getting the Most Out of Information

Margin Notes – Write key words or phrases in the margins of written sources of information. Margin notes may express ideas, “set off” information within the text, express opinions, challenge information, help you to organize your thoughts, et cetera.

Underline (highlight) – Underline or highlight key pieces of information. Be selective! Strive to discern the most important idea(s) and/or piece(s) of information in a particular source.

Summarize – Write two or three sentences summarizing the main idea(s) or theme(s) in a particular source of information. Do not simply copy down information from the resource—put the idea(s) and/or theme(s) in your own words. In addition, write one sentence explaining how new information from this resource connects to something you already know.

Questions – Write down questions that arise from your examination of the information. All information should lead to further questions. It may help to keep in mind the basic question words—Who, What, Where, When, Why, and How.

Important Note:

- MUSQ, with some alterations, should be applied to non-written sources (audio recordings, conversations, music, art, et cetera) as well. In lieu of Margin notes and Underlining information, simply write down the key pieces of information, opinions, your own ideas, et cetera. A Summary and Questions may be applied with no alterations.