

## Lesson Plan

Grade level(s): *6<sup>th</sup> grade*

Topic: *Taking Notes*

Objective(s): *Students will know how to take notes and document the source.*

Big6 Skills: *Use of Information*

Materials Required: *2 handouts "Definition of Terms" and pencil, overhead, article of choice from LiLI*

Time Required: *1 class period*

Description of activities: *Give students blank handout of "Definition of Terms." Have them fill it out to determine what they know and understand. Discuss definition of each term and show example. Give students handout with definitions and ideas for when to use which kind of note-taking model. Use the overhead to model each note-taking strategy. Give students a copy of an article. Assign specific paragraphs for students to practice writing different kinds of note-taking strategies. After their practice, have a few students read their note cards. Discuss documentation of note cards. How? Where? Why?*

Assessment: *Students will create 15-20 note cards appropriately using each of the note-taking models taught.*

Lesson by: *Leslie Bair*

**Definition of Terms**

Name\_\_\_\_\_

Summary -

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Paraphrase -

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Direct Quote -

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Plagiarism -

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Parenthetical documentation -

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Source citation -

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## Definition of Terms

**Direct Quote** - Quotation marks at the beginning and end of the statement signify a statement taken verbatim (word for word) from the original source. Remember to always include the page number in your notes where the quote was taken from.

**Paraphrase** - Includes *all* of the ideas and details of the original restated in your own words and must be cited.

**Parenthetical Documentation** - Unless what you are stating is commonly known information or a fact, it should include in parentheses (usually at the end of the sentence) the author, or title of the work if there is no author and the page number where the information was found if it is a direct quote.

**Plagiarism** - A form of theft when you use another person's words or ideas as your own without giving credit to where they came from.

**Summary** - Stating the main idea of a paragraph or an article in words that are easy to understand and easy to remember and must be cited.

**Works Cited** - Bibliographic information of any source used for a summary, paraphrase or direct quote contained in your document.

## What to Use When

- ❑ For general information use a summary.
- ❑ For supporting information such as examples, causes, effect, arguments, proof or comparison/contrast, use a paraphrase.
- ❑ For specific details such as statistics (salary) or definitions then you need parenthetical documentation that should correspond with what you have on your works cited page.
- ❑ For conclusions or predictions use a paraphrase.
- ❑ For primary source information use a direct quote. They are great if you are trying to give validity to the argument or point you are making, but direct quotes should be used sparingly.

**Sample Note Cards**

