



Note Taking and Summarizing

Key Word Outlines

Writing Assignment:

Write a summary of a short story or article in your own words by using a key word outline.

Goals:

- Give students an opportunity to choose words from a sentence that will allow them to remember ideas.
- Limit key words to three per sentence
- Practice re-telling the story or article from notes.
- Write summaries by using a key word outline
- Begin teaching stylistic techniques called “dress-ups”

Step 1: Select your reference material

- A variety of very short (one-paragraph) articles or stories, some at the child's reading level, some a grade level below, and some a grade level above.
- Usborne Books or Eyewitness Books contain many short, interesting and detailed paragraphs
- Consider using content from History, Science, or Language Arts studies

Step 2: Identify 2-3 keys words from each sentence.

Example:

Statue of Liberty

The Statue of Liberty is a huge monument. It is located on Liberty Island, New York. It is build of copper and extends hundreds of feet into the air The Statue of Liberty was given to the U.S. BY France in 1884. It is a symbol of friendship. Over two million people per year come to see the Statue of Liberty. This large monument to freedom is world famous.


Key Word Outline:

Statue of Liberty

- I. Huge, monument
 1. Liberty Island, NY
 2. copper, hundreds, high
 3. given, France, 1884
 4. symbol, friendship
 5. 2 million, year
 6. freedom, world, famous

Step 3: Test your outline

- Put away the source material
- Practice retelling the story or article from the outline
- **Repeating the source text verbatim is not the goal.** Students may and will use their own words, sentences and ideas. This is good.



**Step 4: Write the story or article
in your own words from the
outline**