

## Taking Notes for a Fused Outline

### Notes from *Tips and Tricks in Teaching Writing: Structure and Style for Unit 6*

1. Begin with contrived, “guaranteed-to-work” materials.
  - a. Find a class set of source texts at or below reading level.
  - b. Everyone works on the same topic.
  - c. Walk through the entire process together at least one more time.
  - d. Assist students in finding appropriate materials.
2. Paper management: 11x17 tri-fold:

Source 1	Source 2	Source 3
I. Topic A 1. 2. 3. 4. 5.	I. Topic A 1. 2. 3. 4. 5.	I. Topic A 1. 2. 3. 4. 5.
<i>This box can be used for other assignment info, due date, etc., or can be used to take notes on a fourth source text.</i>	<b>Fused Outline</b> I. Topic A 1. 2. 3. 4. 5. 6. Clincher	<b>Style List</b>

3. Save related topic-based paragraphs from Unit 4 or 6 to demonstrate Unit 8.
4. Documentation Pathway: Teach in Unit 6 or Unit 8, not all at once. Teach until that part becomes easy.
  - Step 1: bibliography
  - Step 2: integrated quotation with citation (endnotes preferred)
  - Step 3: inset quotation with citation (no quotation marks)
  - Step 4: paraphrase with citation
  - Step 5: in text citation or endnotes and Works Cited page (Choose a style, get a style sheet for books, periodicals, websites, etc. MLA formatting samples are provided in the *Classroom Supplement* e-resources.)
  - Step 6: informational footnote (falling out of favor)
5. Documentation Resources
  - a. most college and university websites (e.g., Purdue Online Writing Lab)
  - b. *Cite it Right*, *Little Brown Handbook*, *Chicago Manual of Style*, [www.mla.org](http://www.mla.org)

On the next page is a collection of notes from the SICC level B on Clara Barton. It shows how you can look for topics in the sources, and then use the paper folding plan above to take notes from each source and then fuse.

## Topic Choices and Notes on Clara Barton from the SWI Continuation Course Level B

### Sources:

“Barton, Clara.” *Encyclopædia Britannica. Encyclopædia Britannica Online*. Encyclopædia Britannica Inc., 2002. Web. 04 March 2002.

Bell, Toby. “Pioneer American Battlefield Nurse: Clara Barton.” *The Bookshelf for Boys and Girls, Volume 9*. New York: The University Society, 1963. 225–228. Print.

*Compton’s Interactive Encyclopedia*. San Francisco: The Learning Company, Inc., 1998. CD-ROM.  
<<http://www.britannica.com/eb/article?eu=13711&tocid=0&query=clara%20barton>>

Halamandaris, Val J. “Clara Barton.” *Profiles for Caring. National Association for Home Care and Hospice*. Web. 04 March 2002. <<http://www.nahc.org/NAHC/Val/Columns/SC10-1.html>>

Pace, Mildred Mastin. *Clara Barton*. New York: C. Scribner’s Sons, 1941. 83–88. Print.

### Possible topics contained in the Clara Barton sources:

Topic/Source	Compton’s	Britannica	Website	Young Schoolteacher	Pioneer Amer. Battlefield Nurse
<b>Family/Childhood</b>	X		X		X
Teaching	X	X		X	
<b>War</b>	X	X	X		X
<b>Red Cross</b>	X	X	X		X
Education		X			
After		X			
Politics			X		

### Example of Individual and Fused Outlines from the Clara Barton Source Texts

<p>Source 1 (Compton’s)</p> <p>II. Clara Barton, family, childhood</p> <ul style="list-style-type: none"> <li>• born, Dec. 25, 1821</li> <li>• youngest of 7</li> <li>• nursed, invalid, brother</li> <li>• 15 teacher, mother, helped</li> </ul>	<p>Source 2 (Britannica)</p> <p>II. Clara Barton, family, childhood</p> <ul style="list-style-type: none"> <li>• teach age 15</li> </ul>	<p>Source 3 (Website)</p> <p>II. Clara Barton, family, childhood</p> <ul style="list-style-type: none"> <li>• shy, farm, girl</li> <li>• Oxford, Massachusetts</li> <li>• Father, army, stories</li> <li>• Age 11, nursed, David</li> <li>• Accident</li> </ul>
<p>Source 4 (Pace)</p> <p>II. Clara Barton, family, childhood</p> <ul style="list-style-type: none"> <li>• small, shy</li> <li>• 15, teach, school</li> </ul>	<p>Source 5 (Bell)</p> <p>II. Clara Barton, family, childhood</p> <ul style="list-style-type: none"> <li>• nurse kittens, dog, Button</li> <li>• tomboy, pet turkey</li> <li>• 13, small pox</li> <li>• ice skating, disobeyed</li> <li>• injured, infected, feel</li> </ul>	<p><b>Fused Outline</b></p> <p>II. Clara Barton, family, childhood</p> <ol style="list-style-type: none"> <li>1. youngest, 7, shy, small</li> <li>2. 11 yrs, nursed, David, accident</li> <li>3. father, war, stories, interest</li> <li>4. pet turkey, tomboy</li> <li>5. home school, farm</li> <li>6. skating, disobeyed, injured, feel</li> <li>7. 15 yrs, school, patient Clincher</li> </ol>