

New Structure

Note Making and Outlines

In Unit 1 you will practice choosing key words to form an outline—a key word outline (KWO). A KWO is one way to take notes. Key words indicate the main idea of a sentence. By writing down these important words, you can remember the main idea of a text.

Read the source text. Then locate two or three important words in each sentence that indicate the main idea. Transfer those words to the KWO. Write the key words for the first fact of the KWO on the Roman numeral line. Write no more than three words on each line.

Symbols, numbers, and abbreviations are “free.” Symbols take less time to draw than it would take to write the word. Abbreviations are commonly accepted shortened forms of words. Can you guess what each of the following might stand for?





As you form the KWO, separate key words, symbols, numbers, and abbreviations with commas. After you have completed the KWO, you must test it to ensure the words you chose will help you remember the main idea of the sentence. For this reason whenever you finish writing a KWO, put the source text aside and use your outline to retell the paragraph line by line, sentence by sentence.

Historical Information

People of the ancient world built many incredible structures. Seven of these structures are known as the Seven Wonders of the Ancient World. The Great Pyramid of Giza, which is the oldest, is the only one of these still standing intact. Over the centuries five others—the Colossus of Rhodes, the Lighthouse of Alexandria, the Mausoleum at Halicarnassus, the Temple of Artemis, and the Statue of Zeus—were destroyed. The final wonder, the Hanging Gardens of Babylon, is the subject of legend, so some people question its existence. Nevertheless, the Hanging Gardens of Babylon are still considered one of the Seven Wonders of the Ancient World.

Encourage students to use symbols, numbers, and abbreviations.
A symbol is legal if it can be written in less time than it takes to write the word.

Symbols  = king/royalty  = to/across/next  = construct/build

Numbers 123 = numbers

Abbreviations lrg = large b/c = because w/ = with