

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?

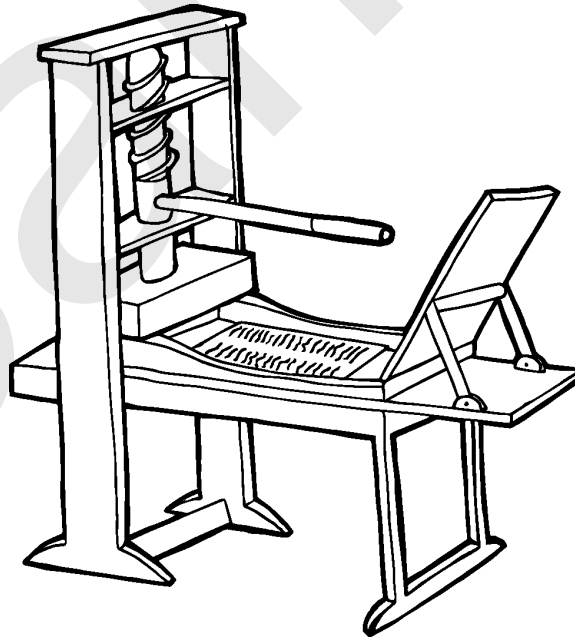
\$\$ >  123 yrs by w

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.

Source Text

Printing Press

During the Middle Ages books were rare and expensive because they had to be written by hand. In fact, books like the Bible could cost as much as a house, so few people owned them. However, in the mid-1400s Johannes Gutenberg invented a printing press. It used movable metal letters to lay out a page of text. The letters were then smeared with ink to print many copies of the page. When that page was finished, the letters were removed to make a new page. Using his press, he made around two hundred copies of the Bible in three years. Soon many more books and newsletters were printed. This resulted in a tremendous growth of knowledge that began a new era of invention, discovery, and exploration.



Mechanics

When you add an -s to a date to make it plural, do not add an apostrophe.

Key Word Outline

On the lines below, write no more than three key words from each sentence of the source text. Choose words that will best help you remember the meaning of the sentence. Use symbols, numbers, and abbreviations freely. They do not count as words. However, be sure you can remember what they mean.

- I. _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Cover the source text and tell the meaning of each line of notes in your own words. If a note is unclear, check the source text and add what you need to in order to make it clear.

Vocabulary Practice

Listen to someone read the vocabulary words for Lesson 1 aloud.

Speak them aloud yourself.

Read the definitions and sample sentences on the vocabulary cards.

Write four sentences using one of this lesson's vocabulary words in each sentence.

disperse

efficiently

meticulously

promote

Think about the words and their meanings so you can use them in your assignments.



Unit 2 Composition Checklist

Lesson 4: The Seven Years' War

Writing
from
Notes

Name: _____



Institute for
Excellence in
Writing
Listen. Speak. Read. Write. Think!

STRUCTURE

- MLA format (see Appendix I) _____ 6 pts
- title centered and repeats 1–3 key words from final sentence _____ 5 pts
- checklist on top, final draft, rough draft, key word outline _____ 5 pts

STYLE

- ¶1 ¶2 Dress-Ups** (underline one of each) (5 pts each)
- ly adverb _____ 10 pts
 - who/which* clause _____ 10 pts

MECHANICS

- capitalization _____ 1 pt
- end marks and punctuation _____ 1 pt
- complete sentences (Does it make sense?) _____ 1 pt
- correct spelling _____ 1 pt

VOCABULARY

- vocabulary words - label (*voc*) in left margin or after sentence _____

Total: _____ 40 pts
 Custom Total: _____ pts