

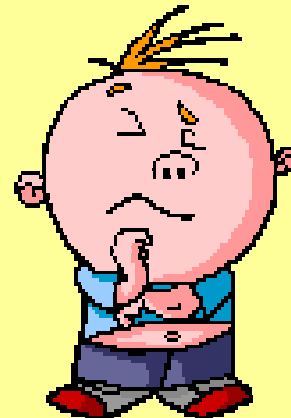
Summarizing and Note Taking





Summarizing

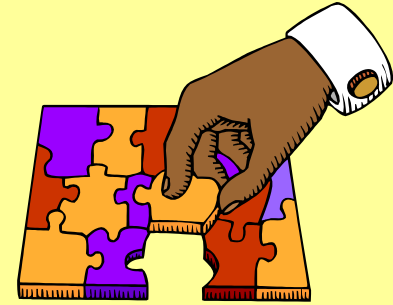
- Something we do automatically
- We pick and choose what is important
- Restate information in a brief, synthesized fashion
- Find the main pattern



Two Elements to Summarizing

1. Filling in Missing Parts

- Making inferences



2. Translating information into a synthesized form

- Restating information in our own terms

Recommendations for Classroom Practice

- Teaching students the rule-based summarizing strategy
- Using summary frames
- Teaching students reciprocal teaching and the group-enhanced summary



Rule-based Summarizing Strategy

Steps to follow:

1. Take out material that is not important for your understanding.
2. Take out words that repeat information.
3. Replace a list of things with the word that describes the things in the list
4. Find or invent a topic sentence.

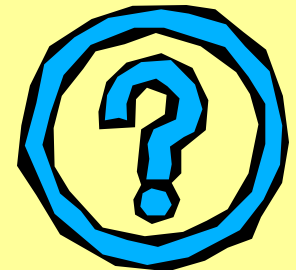




Summary Frames

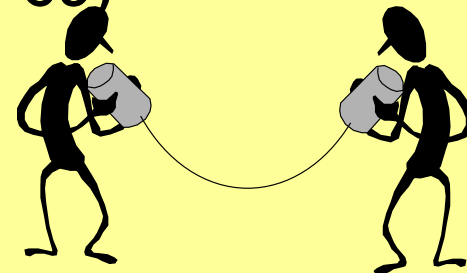
What are summary frames?

They are a series of questions designed to highlight the important elements of specific patterns commonly found in the text.



Examples of Summary Frames

- Narrative Frame (p. 64)
- Topic-Restriction Illustration Frame (p. 65)
- Definition Frame (p. 66)
- Argumentation Frame (p. 67)
- Problem or Solution Frame (p. 69)
- Conversation Frame (p. 71)



Teach Reciprocal Teaching and Group-Enhanced Summary

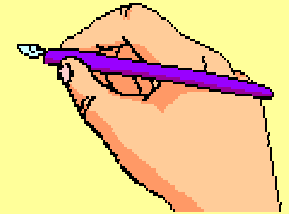


Steps

1. **Summarizing:** After reading a short section or passage, a student leader summarizes text. Other students in group add to summary or teacher may point out clues.
2. **Questioning:** The student leader asks questions to which group responds.
3. **Clarifying:** The student leader tries to clarify confusing parts of passage either by asking questions or by asking another student to clarify. Re-reading material may be necessary.
4. **Predicting:** the student leader asks for predictions of what may happen next.



Notetaking



- One of the most useful study skills a student can cultivate
- Students need to think about and shape information they are recording.
- Not often taught by teachers
- Simply recording information verbatim is not effective.



Style

- Each of us has our own personal style
 - Arrows, bullets, capitals and indentations, underlines, flowcharts and doodles.
- The goal of the teacher
 - Give students note-taking strategies in order to design their own styles.





Note-taking Formats

1. Informal Outline

- Uses indentation to indicate major ideas and details

2. Web

- Uses circles to indicate importance of ideas and lines to indicate relationships.
- Disadvantage: limits the amount of information a student can record.

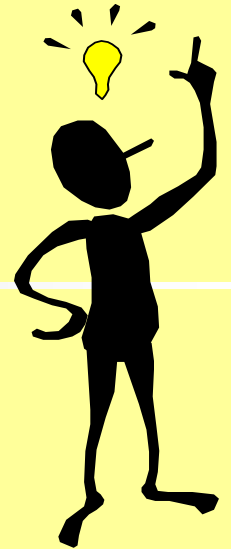
3. Combination Notes

- Each page is divided into two parts. One side is informal outlining and other side use webbing or pictures.
- May take extra time but more useful for students.





Helpful Tips for Students



1. Provide students with teacher-prepared notes .
 - Models note-taking skills and gives the students a clear idea .
2. Remind students to review their notes, especially before a quiz or test.