

# Organizing Jot Notes into an Outline

As students research and collect information around a particular topic they will be making jot notes. They will need to learn to organize these notes by categorizing or grouping their relevant information.

**Time:** 25 minutes

- Materials:**
- jot notes created during *Making Jot Notes While Researching* and/or from *Using Several Sources for Research*
  - *Jot Notes Outline BLM* One per student
  - chart paper and markers, or interactive whiteboard

**Grouping:** whole class and partners

### Procedure:

1. Explain to students that now that they have recorded pieces of information as jot notes, they need a way to organize their thinking in preparation to write. For this activity students will work in partners to discuss different ways to group or categorize their own jot notes.
2. Have students gather all of their jot notes together. (If jot notes were made on sticky notes, have students place all sticky notes onto a legal-sized sheet of paper.) In partners, students can consider all of the jot notes and help each other to determine if any of the ideas could be grouped together.

*Now that you have the jot notes grouped together, look over all of them. Are there some ideas that could be grouped together? If so, start grouping similar ideas together. Not all ideas may fit into groupings. Leave those ideas out for now.*
3. Provide a copy of the *Jot Notes Outline BLM* to each student. Have them record their inquiry question on the outline. When students decide to put their jot note ideas into a similar grouping or category, have them record the categories on the BLM. (Provide students' with additional copies of the BLM, if necessary.)
4. Ask two or three student pairs to share with the whole group and record their category ideas on chart paper or an interactive whiteboard.
5. As a whole class, discuss the grouping or category titles. What do the students notice about the titles?

*Let's look at these groupings or categories. Are they each a separate big idea? Will a number of details fit under each heading?*
6. Students can then organize their jot notes under the appropriate categories on their outlines.

**Teaching Tip:** Students may have some jot notes that do not fit into a particular grouping or category. At this time, a whole-group discussion can be held as to whether the information is an important detail or whether it may be a detail that is interesting but not important.

