

KEY WORD NOTES STRATEGY

The Key Word Notes strategy allows students to restate information from readings and lectures in their own words to increase comprehension and retention.

Strategy Step by Step

1. Students make a chart of boxes in their notebooks.
2. The teacher divides the reading into four sections.
3. Students read the first section of text and then stop to reflect. During reflection, teachers may want students to discuss the reading with a partner or base group.
4. After reflection and/or discussion, students write just a few words in the appropriate box. Alternatively, students could write the key words first and then discuss with a partner about why they wrote those specific words.
5. Students repeat the process with the next three sections until the top four boxes all have key words noted in them.
6. Then in the bottom box students write a summary sentence (two at the most) about what they learned in the reading. Students may or may not incorporate the key words from the top boxes in this sentence.

Topic: _____

1.	2.
3.	4.
Summary Sentence	

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