

WEEK 1: Lesson Plans for week beginning September 7, 2020 to September 11, 2020.

Day One: Monday, September 7, 2020

Duration: 60 minutes

Focus Strand: Listening and speaking

Topic: Note-Making

Specific Objectives: Students will:

- ✓ Listen and speak with sensitivity to the feelings of others

Attainment Targets:

- ✓ Listen to, recall, understand and respond to speakers' messages, whether implicit or explicit

Learning Outcomes:

Students are able to:

- ✓ Demonstrate active listening and good speaking techniques when communicating with their peers and others

Key Skills: Listen and take notes, Identify and discuss main ideas, Draw inferences

Key Vocabulary: culture, heritage, independence, note-making,

Materials/Resources: Social Studies text(s), eg. Jamaica Primary Social Studies, Language text(s), eg. Primary English, video, audio, Supplementary reading materials – books related to the physical landscape, advertisements, pamphlets, posters

Content outline: Note Making

Note Making is a way of recording important details from a source. This source can be any book, article, meeting or any oral discussion. In note making, the writer records the essence of the information. It helps us to understand and clarify thinking. Note making saves a lot of time by going through the notes made. One can get a glimpse of a lot of information from a short note.

Advantages of Note Making

Note making is a skill which improves by practicing. There are some advantages of note making. Let us get to know some of them.

- ✓ It has great importance in exams or in academic writing
- ✓ It is an organization of main points for future use
- ✓ Note making helps in keeping the information handy whenever we require
- ✓ It helps in recollecting and recalling the past events said or heard
- ✓ It helps in concentrating, understanding and provides a permanent record
- ✓ Note making format helps a writer to go through bulky documents quicker
- ✓ It helps in understanding a material if the notes are in own words
- ✓ It distinguishes between main points and details

Note Making Format

There is a fixed note making format. We need to follow this note making format in order to have a clear and unambiguous understanding from it. The note making format has-

Heading - It shows the title or the heading of note.

Subheading - As the name suggests, a subheading is a subdivision of the main topic. One can use as many subheadings as he or she wants.

Point - Below subheading, there are some points which are the part of the main topics.

Sub-subheading - One can add more headings below the points for showing the category, types, advantages, etc.

Key or Keywords - The key portion of the note shows the various codes, symbols or the abbreviation used. It helps to get a clear understanding of the keys used in the note making format.

Heading / Title of the Topic

1. **Sub – heading 1**
 1. **i. Point 1**
 1. **ii. Sub sub-heading**
 1. **ii. a. Sub point 1**
 1. **ii. b. sub point 2**
 1. **iii. Point 2**
2. **Sub – heading 2**
 2. **i. Point 1**
 2. **ii. Sub sub-heading**
 2. **ii. a. Sub point 1**
 2. **ii. b. sub point 2**
 2. **iii. Point 2**

Key
Gov. – government
Info. – Information

The Procedure of Note Making

- ✓ Read the passage provided
- ✓ Underline the important sentences. It helps to make headings and subheadings

- ✓ Make a rough note first so as to get an idea
- ✓ Organize them in logical order or sequence for the final note
- ✓ Use the appropriate note making format
- ✓ Do not change the idea or the message of the passage

Points to Remember for Note Making Format

- ✓ Avoid using long sentences as heading or title
- ✓ Never lose the main idea of the passage
- ✓ Ignore information which is less important
- ✓ Be brief, clear, and specific
- ✓ Use logical sequencing
- ✓ Use proper indentation
- ✓ Leave no spaces to avoid confusion
- ✓ Do not include your own version or understandings
- ✓ Use abbreviations
- ✓ Make your note more memorable by adding colors, drawings, and symbols

Prior Knowledge: Check that students:

- ✓ Have awareness of basic conventions of listening and speaking.

Procedures/Activities:

Engage:

Students will be encouraged to view power point presentation on Note-making.

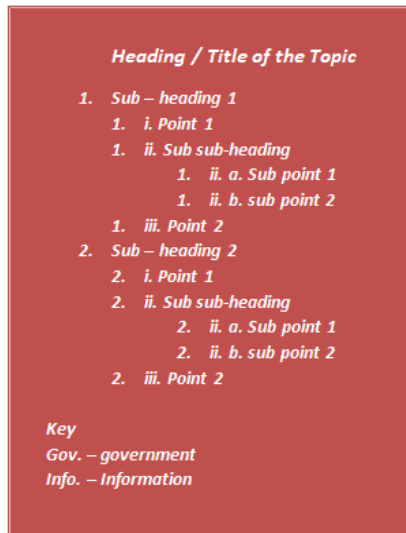
They will then be guided in a discussion about the use and value of note making and the steps for applying this skill using the questions below.

1. What is note making?
2. What are some sources from which we make notes?
3. What are some advantages of note making?
4. Is there a format for note making? What is the format?
5. Explain the procedure of note making.
6. What are some important points to remember for note making?

Explain:

Teacher will reinforce students' understanding of the term note-making by directing their attention to the following statement written on the board and the chart shown below.

We make notes from reading materials such as books, magazines and newspapers and viewing audio visual materials such as videos, news clips, voice recordings, movies, and documentaries.



Teacher will describe each step of the note making format as shown above. She will also point out that note-making is a valuable research tool.

Students will use the information on page 1 of their Primary English Textbook to answer the following questions.

1. Why are notes useful?
2. How do we make notes?

Explore:

Students will be encouraged to listen to read aloud passage entitled ***Jamaica's Cultural Heritage*** and watch the following video entitled ***Exploring the Jamaican Culture*** <https://youtu.be/80hDB7R3C4Q> to gain knowledge on Cultural and Heritage.

Teacher will again read passage aloud the passage Jamaica's Cultural Heritage while students listen carefully for important facts about Jamaica.

Students will, in groups of 5, read the passage on their own. They will then, make note of all new and important information about Jamaica's Cultural Heritage in their journals.

Using the notes, they made, students will answer questions below.

1. What is the passage about?
2. What are the main points in the passage?
3. Write a summary of the passage.

Elaborate:

Students will engage in a discussion on the notes of each group.

- ✓ Each group will share its response with the class.
- ✓ Each group will make changes to the notes, if required.

Evaluate:

Student will work individually to rate their contribution to the discussion they had on the passage, using the rating scale below.

Rating scale

1 Not at all	2 Very little/ Very few	3 Somewhat	4 Yes, for the most part	5 Yes, definitely
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Students will rate their contribution using the following questions.

- a. I share ideas during the discussion. _____
- b. I considered the views of others. _____
- c. I added details to support the ideas of others. _____
- d. I encourage others to contribute. _____
- e. I asked questions. _____
- f. I waited on my turn to speak. _____
- g. I spoke clearly and loud enough to be heard. _____
- h. I can summarize the passage. _____
- i. I understand the passage better. _____

Extended learning:

Students will answer the following after discussion:

1. I would summarize the discussion in this way.....
2. From the discussion I learnt.....
3. Did the discussion help you to understand the passage?

Evaluation (Teacher):

Comments:

Areas of strengths:

Areas of weaknesses:

Actions to be taken:
