

DOINGWHATWORKS



SAMPLE MATERIAL

“Four R” Note-Taking Template

Burlingame High School, California

Topic: Adolescent Literacy

Practice: Engaging Text Discussion

Burlingame High School English teacher Jim Burke created this template to help students take notes in an organized manner to facilitate comprehension and preparation for participating in classroom discussion. The template provides space for students to list the most important ideas from the reading, provide a summary of the text, show connections to other readings, and respond to the reading with their own thoughts and questions. Once completed, this template is used by the students as they engage in classroom discussion about the reading.

Over 40 different graphic organizers are available at Jim Burke’s website <http://www.englishcompanion.com>.

Four R Notes

Name _____

Directions Fill in the "Read" notes *as you read*; then, using those notes, summarize the text in the second section ("Retell"). Relate this text or topic to other texts you have recently read or ideas you have discussed, making whatever connections you can between them. Finally, jot down your own thoughts, making personal connections to the text or topic in the "Respond" section.

1. Read: Jot down the most important ideas using bullets.	2. Retell: Use your notes from #1 to summarize the text.
3. Relate: Connect the text to other topics or readings.	4. Respond: Write your thoughts about text and topic.