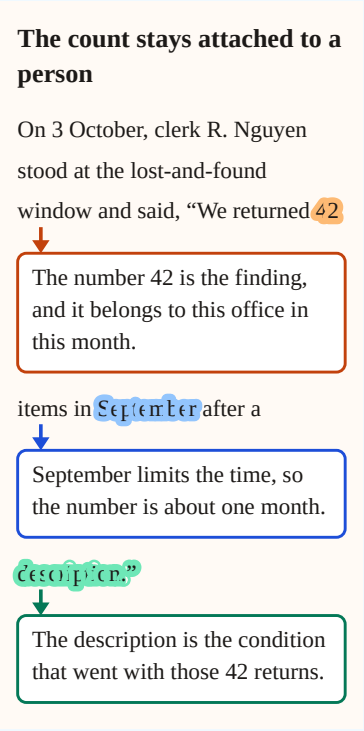
English Language Arts 10-1

Unit 3: Manage ideas and information

Recording and organizing notes

Sources for statistics

- On 3 October, clerk R. Nguyen stood at the lost-and-found window and said, “We returned 42 items in September after a description.”
- The number 42 is the finding, and it belongs to this office in this month.
- September limits the time, so the number is about one month.
- The description is the condition that went with those 42 returns.



Parts of a note card

- Quotation marks hold Nguyen's exact sentence.
- The source line holds the name, the role, and the date.
- School internet rules: keep passwords private, visit the pages you were assigned, and cite the page.

Key terms

direct quotation

The exact words from a source, copied with quotation marks and the speaker or title attached.

plagiarism

Presenting someone else's words or ideas as if you wrote them, which a missing source line allows.

source note

A record that pairs your point with the author, title, and date so another person can find it.

Four-line note card

- Question: Does a description help returns?
- Quote: “We returned 42 items in September after a description.”
- Source: R. Nguyen, office clerk, 3 October.
- My line: The count ties descriptions to items that went home.

Worked note card

- The handbook says, “Owners describe a mark before staff release the item.” The page is titled “Lost items,” and the sentence sits on page 6.
- Question: What does the rule require? Quote: the handbook sentence. Source: School handbook, “Lost items,” page 6.
- The quote, the question, and the source stay on one card.

Practice with a quotation

- On 8 October, music teacher A. Singh stood in the choir-room doorway and said, “The choir room had 11 sign-outs in September.”
- Make a four-line card: a question about after-school access, the quote, the source with the name and the date, and your one-sentence note.

Review

- An office note reads, “Late slips fell from 30 to 18 after the warning bell moved.” Clerk P. Adeyemi wrote it on 2 October.
- Write the quote, the source, and a question heading.