English Language Arts 10-2

Unit 3: Manage ideas and information

Questions and records

The door already shows the times

- Your class is asking whether the school should add a Thursday late bus for students in downtown practicum, a weekly work placement. The office door says practicum ends at 4:10 and the last neighbourhood bus leaves at 3:40. That much is already known.
- The brief still needs how many students were in the office, and what one extra loop costs.
- Those holes are the guiding questions: How many grade 10 students were still there at 4:30 last Thursday? What did the school division quote for one extra loop?
- Ms. Adeyemi keeps the attendance clipboard. The September rate card lists extra service. A 2014 article about downtown patios mentions neither number.

Two holes, two sources

Already known
Practicum ends at 4:10. The last neighbourhood bus leaves at 3:40.

Still missing
How many students were in the office at 4:30, and what does one extra loop cost?

Source note
Adeyemi, interview, Oct 2: "Eleven were still there at 4:30." September rate card: one loop is $86.

Recording a source

- A guiding question is small enough that one source could answer it this week.
- Write the known times first so the search can leave the door behind.
- A source note keeps the number, the date, and the words in quotation marks when they are someone else’s.
- Bookmark the rate card. A record is the page, the date, and the price you will cite.

Key terms

guiding question

A question aimed at one missing fact, with a source that might hold that fact.

source note

A short record of the fact, the exact words if you quote them, and the person or page they came from.

Close the page that misses the question

- The count question goes to the clipboard. The price question goes to the rate card.
- A blog, a film about commuting, and a memory of last spring are the wrong tools for these two facts.
- Point form is enough. Copy her clause exactly, with her name and Oct 2 beside it.
- If you bookmark the rate page, you can return to $86 without re-typing a rumour.

The note a proposal can cite

- Known: 4:10 end, 3:40 bus. Written up as facts that were already known.
- Question for Adeyemi: who was still in the office at 4:30 last Thursday?
- Note: Adeyemi, interview, Oct 2. “Eleven were still there at 4:30.”
- Second note: Division rate card, extra service, September. One loop is $86. Page bookmarked.

Okonkwo’s count of fourteen

- Known: the lunch bell is 12:05 and the next class starts at 12:20.
- Missing: how many students left the Tuesday line before they had a tray.
- Mr. Okonkwo watched the line. He said, “Fourteen left with no tray.”
- A nutrition-history site is open on someone’s laptop. Decide what the note keeps.

Review

- Cover the bus notes and the lunch note.
- The kiln sign says the cool lasts six hours. The open question is which class needs the room at 1:10.
- Write one guiding question and a source note for the shop timetable posted on the wall this term.