

# 1 Note Making and Outlines

**2–3 Key Words**

**Symbols**

**Numbers**

**Abbreviations**

I. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

The **KEY WORD OUTLINE** (KWO) organizes your thoughts.

**2–3 Key Words**

main idea words

**Symbols**

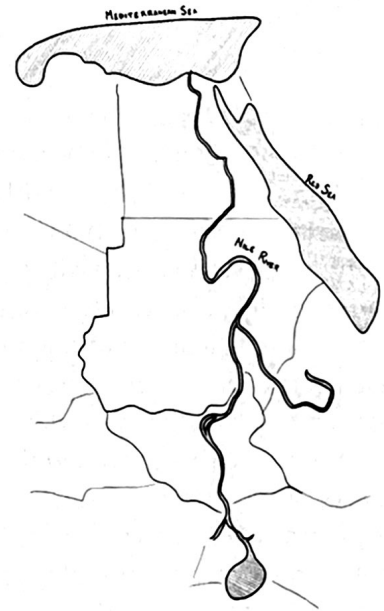
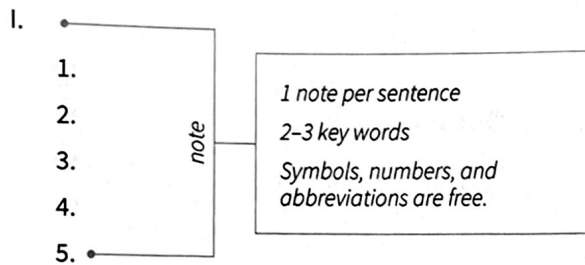
images drawn faster than writing words

**Numbers**

numerals like 1, 2, 3 and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>


**Abbreviations**

commonly accepted forms of shortened words

**Structure****Source Text****Nile River**

The Nile River in Africa is the longest river in the world. It begins in the rivers that flow into Lake Victoria, and it empties into the Mediterranean Sea. It flows north through or along ten countries. Every year floods deposit dirt and fine sand, called silt, in the soil along the sides of the river. This silt helps the plants thrive. From space the Nile looks like a green ribbon against the Sahara Desert. Many people depend on it for farming, transportation, and electricity.

**KWO****Nile River**

1. NR\*, Africa, longest, 
1. Lake Victoria, Med. Sea
2. north, 10, countries
3. floods, silt, soil
4. silt, plants
5. space, ribbon, Sahara Desert\*\*
6. depend, farming, transportation

• Write 1 note per sentence.

\*Abbreviate the title NR in notes.

\*\*Proper nouns count as one key word.