



**International Center  
for Leadership  
in Education**



**Gold Seal:**

Copernicus Education Gateway

<b>Author(s):</b> <i>Marsha Kucker</i>			<b>Lesson Title:</b> <i>Relaying Messages-Taking Notes</i>			
<b>Grade Span</b>			<b>ICLE Application Model</b>			
<i>K-4 x</i>	<i>5-8</i>	<i>9-12</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D x</i>

**Instructional Focus:**

Writing – Students write for a variety of purposes and audiences with sophistication and complexity appropriate to the grade level.

Listening – Students listen for a variety of purposes appropriate to the grade level.

**Performance Task**

1. Discuss the difference between oral and written information.
2. Talk about the steps involved in taking notes from oral information:
  - a. listen carefully
  - b. write down key words and phrases
  - c. use your own words
  - d. keep your notes brief
  - e. revise them if necessary
3. Read messages A-D (see Relaying Messages – Taking Notes Chart 1) to the students. Explain that they are to listen carefully and write the important facts from the messages you read.
4. Ask students to read back their notes from the dictated messages.

**ICLE Essential Skills**

Follow oral or written directions. (ela 4)

Present information in well-organized fashion that will be clear to the target audience. (ela 11)

Gather information such as data, facts, ideas, concepts, and generalizations from oral sources. (ela 51)

**Scoring Guide:**

Rate each of the following on a 3 – 0 basis, where;

- 3 – Excellent Quality
- 2 - Satisfactory Quality
- 1 - Unsatisfactory Quality
- 0 - Does not attempt or does not show any knowledge/skill

Characteristic	Score
1. Content stated clearly in written material	_____
2. Organization of written material	_____
3. Grammar, punctuation, spelling	_____
4. Neatness, accuracy	_____
5. Followed directions	_____
6. Group contribution	_____

**Keywords**

<b>English Language Arts</b>	<b>Mathematics</b>	<b>Science</b>
<b>Reading</b>	<b>Algebra</b>	<b>Earth Science</b>
<b>Writing Note-taking Organization Dictation</b>	<b>Geometry</b>	<b>Life Science</b>
<b>Communications Listening</b>	<b>Statistics</b>	<b>Chemistry</b>
<b>Literature</b>	<b>Calculus</b>	<b>Physics</b>
<b>Other</b>	<b>Trigonometry</b>	<b>Other</b>
	<b>Other</b>	

Relaying Messages – Taking Notes ... Continued

**Chart 1**  
**RELAYING MESSAGES – TAKING NOTES**

**Message A:** Tell Mr. Jackson that his wife will be two hours late getting home from work and that he needs to pick up his daughter up at Adams School by 3 p.m.

**Message B:** All fourth, fifth, and sixth grade students interested in joining the pep club, report to the gym at 2 p.m. on Tuesday.

**Message C:** Before you can go to the dance, you must go to the store and pick up a loaf of bread and a pound of paste wax. Then you will have to dust your room and take out the trash. Then you will need to polish your shoes and iron your clothes. If you are not in by 10 p.m., you will be in trouble. Love, Mother.

**Message D:** This is John Doe. I am in charge of hiring cheerleaders for the Football Cardinals Big Red Line. Please tell Bill Smith and Freida Johnson that they have been accepted. They need to get in touch with me by 4:30 p.m. tomorrow or I will find someone to replace them. My number is 555-2349. They need to have tennis shoes and warm-up suits to report to practice. The first practice will be next Tuesday at Sun Devil Stadium at 5:30 p.m.