

HEADINGS AND HIGHLIGHTS

Short url: bit.ly/hh-template

Activity Instructions:

STEP 1: First Quick-Read

Individually read through the text. Circle confusing words. Clarify words and annotate accordingly.

STEP 2: Reread 1st Section, Then Create 4-5 Word Heading

A. Individually: Create a section heading.

- Heading should capture the essence of the section *as it relates to the focus question*.
- Write ‘headings’, like those that break up chapters in textbooks, not ‘headlines’,
- They don’t have to be complete sentences (i.e., these aren’t summaries).

B. Partners:

- Discuss & come to consensus on the heading. Be prepared to defend your choice.
- Change both partners’ documents to match consensus.
- Copy the heading into the graphic organizer.

C. Groups: Discuss within groups of 4 (2 pairs) and come to consensus as a group.

D. Whole Class: Share out to the whole class, defending and discussing the various suggestions (Teacher moderates after writing or projecting the suggestions).

STEP 3: Third Reading - Highlight Key Words:

A. Individually: Select words or short phrases that support your consensus headings.

B. Partners: Confirm keywords. Copy into graphic organizer

STEP 4: Complete Graphic Organizer Row:

A. Partners: Discuss and complete the “Relevance” (3rd) column “How does this help answer the questions?” Use complete sentences

B. Whole Class: Share responses in the “Relevance” column. Discuss as a class.

Repeat for remaining sections / headings.

STEP 5: Respond to writing prompt (individually or with partners)

Planning Tips:

Preparation:

- Clarify learning goals of the activity so that it helps answer the lesson and unit inquiry.
- Select text that is key to the lesson’s goal (they’ll spend a lot of time on it).
- Write a ‘focus’ question’ that connects the text to the lesson and unit inquiry. Add it to the top of each page.
- Modify and insert student-facing directions.
- **Create a key and answer the prompt yourself!!** (*Don’t skip this step*)

Text Selection:

Select text that is key to answering the unit and lesson focus questions.

- Do you need to excerpt or condense the text?
- Does it contain the necessary information to answer the question?
- Is the text at an appropriate reading level for your students?
- Do you need to add additional reading or comprehension strategies?

Leading the Activity:

- *Deconstruct the question* so all students are clear about what they are trying to answer. Students should know that sometimes an author’s main idea of a section may be different from the main ideas as they relate to your focus question.
- Guide students section by section initially.
- Have whole class share and discuss their entries for the critical 3rd column in the organizer. This is the step that helps them answer the focus question with meaningful analysis.
- After students are familiar with the strategy, they can do steps 1 and 2A as homework before class.
- EXTENSION: Students find appropriate insertion points on their own based on structure of a longer text. I.e., do not insert preset “Heading 1:” , “Heading 2:” cues to show where to break text. They need to decide where one idea ends and the next begins.

DIGITAL ADAPTATION - Google Docs (TIP: Teach paper-based before going digital):

- Use “Insert Comment” to identify and define confusing words.
- Use [Highlighter Tool](#) or “Insert Comment” to ‘highlight’ key word. With “Insert Comment”, students can add 1-5 stars (* * *) to rank keywords by relevance, and/or add notes to explain connection to heading & focus question.
 - Alternate: If using the standard Google Docs highlighter, use the Format Painter to copy highlights to new keywords
- Add box below each section to answer “How does this help answer the focus question” instead of creating and using a separate graphic organizer.



Text Template

Copy this template. Add focus question and text excerpts.

Lesson Question: *Insert focus question for text*

Heading 1: _____

Insert section 1 text

Heading 2: _____

Insert section 2 text

Heading 3: _____

Insert section 3 text

Heading 4: _____

Insert section 4 text

Graphic Organizer

[TITLE] - Heading & Highlights Chart [\(See landscape version\)](#)

Name _____

Focus Question: *Insert lesson question for text*

Heading	Evidence: <i>Copy your highlighted Keywords</i>	Relevance: <i>Summarize and state how this helps answer the question?</i>
Paragraph 1		
Paragraph 2		
Paragraph 3		
Paragraph 4		