

TOPIC: ***Charting a Book or Paper***

<p>OPENING</p> <p><i>(Using pencil)</i></p> <p>Number the chapters or paragraphs of the book or paper.</p> <p>Draw a line across a horizontal piece of paper, 1/3 down the page. Divide the line into the number of paragraphs in the paper and number the sections to correspond with the paper..</p>	<p>RATIONAL AIM (S)</p> <p><i>To understand what the author is saying in the content and structure of his paper, and be able to learn from it.</i></p>		<p>EXPERIENTIAL AIM (S)</p> <p><i>To appreciate the viewpoint of the author.</i></p>		<p>CLOSING</p> <p><i>A focused conversation on the visual chart:</i></p>
	<p>OBJECTIVE</p> <p><i>(Getting the Facts)</i></p> <p>Highlight key words and phrases in the book or paper, then write them on the chart in the appropriate place.</p> <p>Include key content words and key structural clues (i.e. “first”, “finally”, “the following points”)</p>	<p>REFLECTIVE</p> <p><i>(Personal Reactions, Associations, Emotions, Images)</i></p> <p>Draw vertical lines above the baseline between paragraph or chapter sections where content or structural clues indicate a shift in topic (longer lines for bigger divisions, shorter for finer divisions).</p> <p>Use horizontal lines to connect similar length vertical lines to create sections.</p>	<p>INTERPRETIVE</p> <p><i>(Meaning, Values, Significance, Purpose, Implications)</i></p> <p>Name each section: What is the author saying in each of these sections?</p> <p>Write these names in the sections.</p>	<p>DECISIONAL</p> <p><i>(Future Resolves)</i></p> <p>Name the whole: What is the author’s overall message?</p> <p>Write this across the top of the page.</p>	<p>O. What strikes you as you look at the chart?</p> <p>R. What images and experiences are evoked for you?</p> <p>I. What are the meaning, significance or implications of this paper for you?</p> <p>D. What will you do with what you’ve learned from this paper?</p>

Sample Chart of a Familiar Book

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7 HABITS OF HIGHLY EFFECTIVE PEOPLE												A P E N D I X
PARADIGMS AND PRINCIPLES		THE 7 HABITS										
		PRIVATE VICTORY				PUBLIC VICTORY				RENEWAL		
Inside Out	The 7 Habits Over- view	Intro	Be Proactive 1	Begin with the End in mind 2	Put First Things First 3	Paradigm Of Inter Dependence	Think Win Win 4	Seek First to Understand then be understood 5	Syner- gize 6	Sharpen Saw 7	Inside Out Again	
Principle			personal Vision	personal leadership	personal management		inter- personal Leader- Ship	Emphatic Communi- cation	Creative Cooperation		Self- Renewal	
Diagram Of whole Model in Front of Each chapter												