

Projects 3 & 4: Question and Answer Outline and Report

Question and Answer Over Castles

Overview of Informative Report

You will learn how to write a report in this longer lesson. This is a longer lesson because it is a “research” project. This means that you are going to research from paragraphs that are given to you.

You will take notes from those paragraphs using a Question and Answer Outline. Then you will write a report from your outline.

Don't worry! I will help you learn how to write a report every step of the way!

I. TOPIC OF REPORT

You will write an informative report about a castle. There is a castle in the story of *Beauty and the Beast*.

There are many types of castles used through history for various purposes.

II. NUMBER OF PARAGRAPHS IN THE BODY OF YOUR REPORT

- A. **Basic** students will write 1 paragraph for the body.
- B. **Extension** students will write 2 paragraphs for the body.

III. SENTENCES PER PARAGRAPH

- A. **Basic** students will write 4-6 sentences per paragraph.
- B. **Extension** students will write 5-7 sentences per paragraph.

Note: PoB stands for Paragraph of the Body (referring to a non-opening or non-closing paragraph) P'soB stands for Paragraphs of Body (more than one PoB).

IV. OPENING PARAGRAPH

Students will not write an Opening Paragraph.

V. CLOSING PARAGRAPH

Students will not write a Closing Paragraph

VI. ADDITIONAL SKILLS

- A. Researching
- B. Question and Answer Outline

Note: This Overview Box, which is provided at the beginning of each assignment, is here to give students (and teachers) an at-a-glance look at the entire composition project. Each step of each lesson is assigned and detailed throughout the week(s).

Lesson A. Reading and Study Skills: Read About Castles

↔ A. Read the paragraphs about different castles aloud to your teacher or someone else.

Castle 1: The Motte and Bailey

The motte and bailey was a common castle design. It was a cheap but basic fort. The Normans began constructing this type of castle in England in the 11th century. The motte was a hill with a tower on it. Below the motte was the bailey. The bailey was a courtyard surrounded by a wooden fence. Unfortunately, this fence made it extremely flammable.

Castle 2: The Shell Keep

The shell keep was a fireproof motte and bailey castle. It was invented around 1100 A.D. It was designed like a motte and bailey, but it used a stone wall. This prevented the castle from being burned down. However, the walls could not be too thick. If too much weight was put on the hill, the ground would shift. This would cause the fort to collapse.

Castle 3: The Stone Keep

The stone keep was a castle with a tall central tower. One of the first of these fortresses was built in England in 1070 A.D. The central tower was called a keep. It contained the living quarters of the noble and a great hall for feasting. The keep was surrounded by a stone wall. Sometimes a moat was dug to add more protection to the castle.

Castle 4: The Concentric Castle

A nearly invincible fortress was the concentric castle. This castle began to be built in the 12th century in England. It was known for its two sets of walls. Archers were stationed on both walls. If attackers broke through the first wall, they would be shot by all the archers. Wells were also built inside the castle. So, these forts could survive a siege.

Castle 5: The Gothic Castle

The Gothic castle was a comfortable mansion. The first Gothic castles were built in the 13th century. The best Gothic fortresses were constructed in Eastern Europe. These forts were comfortable because they let in much more light and fresh air. They also contained vast halls. Vaults and pointed arches allowed builders to accomplish this.

Lesson B. Prewriting: Writing Notes that Become Sentences

(1) When you are older and you write essays, reports, letters, and stories, you will often take notes from a book or write down some notes that you want to remember to use in your writing.

(2) This is a good skill to have—and you will start learning little bits of it throughout this book.

(3) Your parents do this all the time!

(4) For example, when your dad takes a phone message for your mom, he might write

D. call back after 5 Tues—Sarah at 475-9888 about shower.

(5) Those are notes!

(6) Your dad could have written the following down for your mom:

Donna needs to make a call on Tuesday after five o'clock to Sarah. Sarah's number is 475-9888. She wants to talk about the shower.

(7) But instead your dad took notes!

(8) And your mom knows how to read your dad's notes!

(9) It is the same way when you jot down things you want to write later.

(10) The reason you take notes is because you do not have time to write down everything right now.

(11) But you do want to remember the information.

(12) So instead of writing down full sentences now, you just write down notes.

<> **B.** Write down notes that answer the questions listed below with your teacher's help following these steps.

(1) Choose **one or two castles** from **Lesson A** that you would like to write about (**Basic**--one castle; **Extension**--two castles).

a. **Do not write down complete sentences.**

b. Just **write down enough information to help you write sentences** later, such as one word or a few words.

(2) Read each question and **look back in the paragraph for the answers.**

(3) **Write your answer in note form** on the line provided.

(4) **Continue** with all questions for the castle(s) you chose.

(5) **Extension: Repeat** these steps for another castle.

Question and Answer Outline Box

Question Outline

(1) What is the name of the castle? _____

(2) What is the type of castle (highlight or circle one)

- a. Cheap but basic fort
- b. Fireproof motte and bailey
- c. Castle with a tall central tower
- d. Two sets of walls
- e. Castle with comfortable mansion

(3) Countries and/or years developed _____

(4) What is interesting about this castle or what is it known for? _____

(5) Another interesting fact about this castle: _____

(6) Notes from last line of paragraph (if not already used): _____

Extension--Question and Answer Outline Box--Castle #2 You Chose

Question Outline

(1) What is the name of the castle? _____

(2) What is the type of castle (highlight or circle one)

- a. Cheap but basic fort
- b. Fireproof motte and bailey
- c. Castle with a tall central tower
- d. Two sets of walls
- e. Castle with comfortable mansion

(3) Countries and/or years developed _____

(4) What is interesting about this castle or what is it known for? _____

(5) Another interesting fact about this castle: _____

(6) Notes from last line of paragraph (if not already used): _____

Lesson C. Composition: Writing Sentences From Notes

- (1) In the last assignment, you learned to write notes from information.
- (2) You did this by answering questions.
- (3) This is a good way to take notes from a book.
- (4) Today you will learn how to make notes into sentences.

↔ **C.** Look back in your answers from the last assignment and write one or two paragraphs following these steps:

- (1) Read the first question and your short answer.
- (2) Then use the question and your answer to create a sentence and say it aloud.
- (3) If you and your teacher agree that it answers the question, makes sense, and is a complete sentence, write the sentence you created on the lines provided (or key it on the computer).
- (4) Continue this for all of the sentences in your paragraph.
- (5) Repeat the steps if you took notes over two paragraphs.

Optional--Paragraph 2: _____

SAMPLE