

Crash Course in AP Reading & Writing

Here are some important things to remember as you approach the summer assignment to help be successful. Failure to follow these tips will result in the loss of points on your paper.

Reading Non Fiction Text Tips

1) *Non-Fiction books are written logically.* They are making an argument or stating a claim, and then backing it up with evidence. They are trying to prove a point and get you to agree with them. Don't read "for the engaging story line", but instead read with the mindset: $A + B = C$. Read to find and understand the point that the author is attempting to make.

2) *"Frame" the Chapter.* Skim the chapter looking at the headings, subheadings, pictures, and 1st sentences. Then create the "Frame" in your mind of what point the author is trying to make.

3) *Read for the Details.* NOW approach the reading, seeking to add the details to the "frame" that was just established. Good non-fiction writing is built around 1 paragraph = 1 idea/point. After every paragraph or couple paragraphs, pause and make sure you are "following" what logical argument the author is creating.

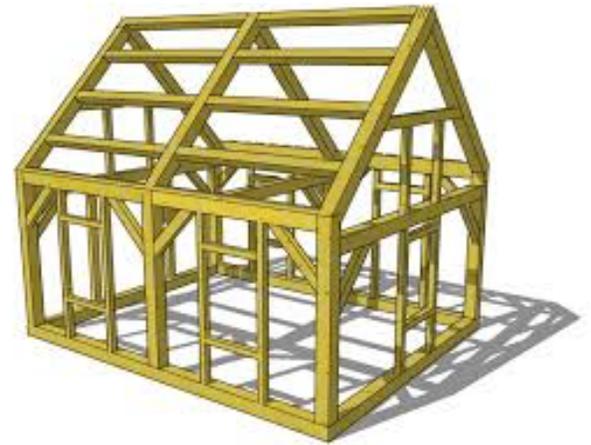
4) *Read for Understanding.* Reading is more than just having your eyes "see" the words. Reading is a conversation with the author. Be an engaged, active listener. Here is a strategy: Read the Lines, Read Between the Lines, Read Beyond the Lines

- Read the Lines: Master the obvious. Be able to identify what is actually being said, the facts, etc. Be able to "retell it" in your mind, in your own words. If you can't identify/name/claim it, you cannot think about it.
- Read between the Lines: What information is put between the lines? What is left unsaid? What is the author implying? Example:
"Jim walked into the living room and his wife just sat there."

Master the obvious first: There is Jim and his wife. He walks into the room. She is sitting and remains sitting.

Now, read between the lines. What can be implied about what is going on in the living room?
The "between the lines" isn't always as applicable to non-fiction, but it is a good step to think through, as sometimes what the author DOESN'T say about a topic is as important as what they DO say.

- Read beyond the Lines: How does this relate to the rest of your life? What other experiences/stories/events/etc is this similar to? What questions does this bring to your mind? Your brain is a spiders web of connections and "related events," similar to the "related videos" list that comes up after a YouTube video. The more you can connect to ideas/emotions/questions that are already in your head, the more you will remember and the more meaningful the reading will become.



Taking Effective Notes

Chapter Title	
Headings	<ul style="list-style-type: none">• Info• Quote (Pg #)• Related Ideas• Info
Headings	<ul style="list-style-type: none">• Info• Insight• Quote (Pg #)
SUMMARY	<ul style="list-style-type: none">• Big Themes, Reoccurring Ideas, 5 Themes Addressed• Connected/related events• Opinions, thoughts, etc

Two Column Notes (Cornell) - Mr. Grether Style

Step 0) Have a notebook or an evernote account where all your work will go. Plan for organization. Do not trust your learning and grade to random sheets of paper.

Step 1) Put the Chapter/Title at the Top. This allows for easier navigation to find information when you go to write your paper.

Step 2) Put the Subheadings or Major Topic Ideas in the Left Column. When you skim read & “Frame”, be paying attention for the number of headings/subheadings, or if there are no headers, when there seems to be a change in theme. This column helps you navigate to where specific content or information is when you go to write your paper.

Step 3) Read for Details and put important information into the right column. Things to be looking for:

- 1-2 points per paragraph. Each paragraph is to explain one idea, notes should reflect that.
- Put page numbers or text location (kindle) of important points/quotes that you may want to go back when writing your paper
- As you read between the lines, what are insights or unspoken aspects worth recording?
- As you read beyond the text, put down what other related events/thoughts/topics/experiences
- What questions do you still have? What doesn't make sense? Any vocabulary that you didn't understand or had to define?

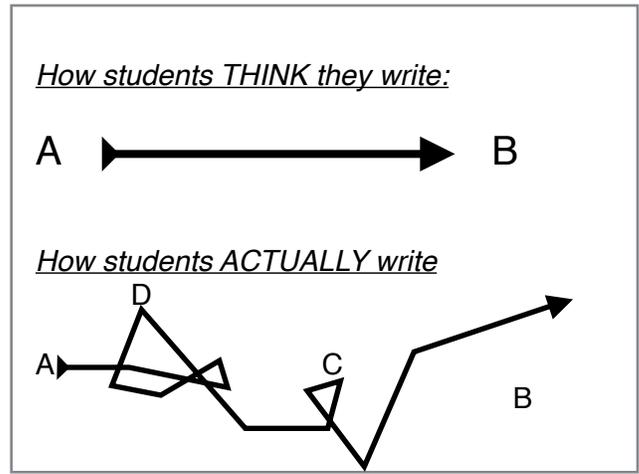
Step 4) Summary/Analysis. When done with the chapter and you read beyond the lines, put the following at the bottom of the chapter notes:

- What big themes/points made in the chapter. Any reoccurring ideas?
- Which of the 5 themes were present in the chapter? Page numbers?

How to Plan Your Writing

Writing without planning is like driving with your eyes closed: you have no clue where you are going and someone always gets hurt. We like to think that we are logical creatures, but the reality is we are predictably irrational. We are connective and correlative creatures, not logical.

However, with a little bit of planning, effort and revision, your brain CAN create logic arguments. This is why it is VERY important to pre-write before you start writing. By pre-writing you are planning out the logical “Frame” of your building to make sure you have sound structure.



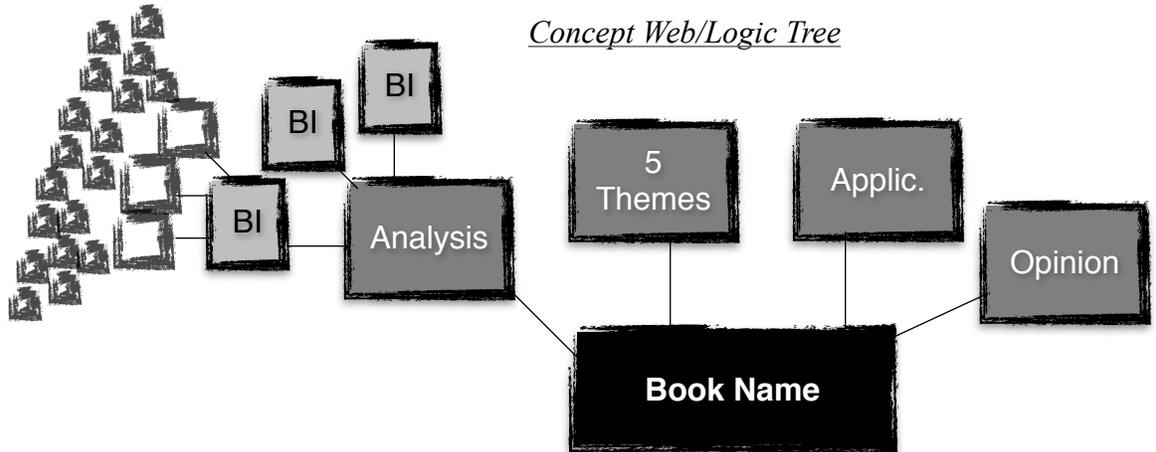
Step 1) Put in the fixed elements first. What do you know you MUST have in your paper? For this assignment, there is the Analysis, 5 Themes, Application & Opinion sections.

Step 2) Within each section, identify and arrange the big ideas/themes/points you want to make in that section. Go back through your notes, in the bottom summary section and look for the themes and ideas that kept appearing or that the author put large emphasis on. Arrange them in an order that seems most logical to explain. DO NOT MOVE ON UNTIL YOU HAVE ALL YOUR BIG IDEAS IN PLACE AND IN THE ORDER YOU WANT THEM IN.

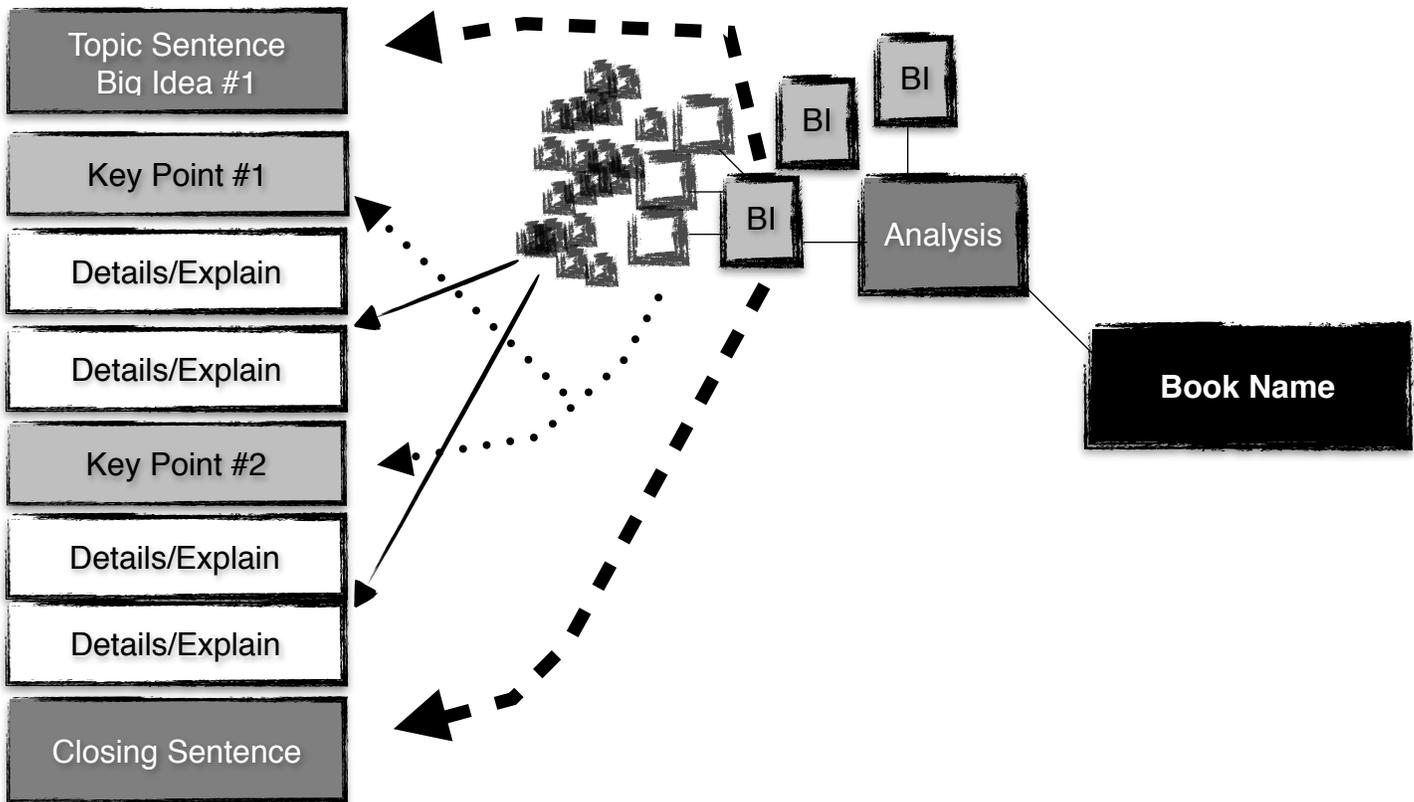
Step 3) Within each of the big ideas, begin to identify and arrange the facts/quotes/details that are a part of explaining that big idea. Go back through your notes and find the quotes, ideas, related events, etc that best fit into the flow you are creating.

Basic Outline

- I. Analysis
 - A. Big Idea #1
 - 1. Details
 - 2. Facts
 - 3. Quotes...
 - B. Big Idea #2
 - C. Big Idea #3
- II. 5 Themes
 - A.
- III. Application
 - A.
- IV. Opinion
 - A.



How to Structure a Paragraph



Non fiction is a LOGICAL writing process. Non-fiction writing is a FORMULA, not a magical process. When walking through this, remember: each paragraph is to explain and focus on ONE idea.

- 1) Topic Sentence. Introduce the idea. Everything else in the paragraph relates back to this idea. If it does not relate to this idea, or its broader theme, do not put it in. Ex: *This first major theme of the book is...*
- 2) Key Point #1: This is your support point that explains the big idea. These are still rather broad, timeless.
- 3) Details/Explanation: These are your specific quotes, paraphrases from the book WITH PAGE NUMBERS. These are details that have specific places or events. The quotes/paraphrases should also have explanation of how it all fits together. Just dumping a bunch of facts together does not a paragraph make. You as the writer need to weave them together to make/prove your larger point.
- 4) Closing sentence. This closes the idea, sometimes restating the original Big Idea.

Parenthetical Documentation

For this paper, anytime there is a quotation or paraphrase, use parenthetical documentation. At the end of the sentence put (pg #). *Example:* Larum ipsom amass (pg 42). You do not need an official bibliography because if you use someone else's work, outside of the book/articles, you will automatically fail the paper (especially from the book summary websites). You are trying to prove to me that you both read the book and understand it. Do not assume that I what the book says. Make your logical, evidence based case for your awesomeness.

How to Summarize and Analyze

When writing papers that cover the breadth and depth of a book, it is important to understand the difference between chronicling/restating the events of a book and summarizing the major themes of the book. Chronicling/restating is when the writer retells the order of events in the book. It reads like an announcer at a sporting event:

“This happened, then this happened, then this happened...” Summarizing is when you put the main points or universal lessons into your own words and, in the case of this paper, justify/support your claims with evidence from the book. These should be themes or big ideas that are “timeless” and “placeless.” You should be able to use multiple, specific examples to demonstrate that big idea. Ideally, they should also be ideas or themes that occur/repeat throughout the book, that answer the question “Why did the author write this book? What did they want me to get out of it?”

Example of Chronicling/Retelling

Chapter one of the book talked about geographic illiteracy. The next chapter addressed population and how it is getting out of control. After this, the author spent a chapter talking about climate...

Example of Summarizing

Why Geography Matters More than Ever showcases the importance of the United States (US) becoming more geographically illiterate. Knowledge of geography has lost much value in the US over the past century. In the later part of the twentieth century, educators decided to change the curriculum of the public education system which did not support the teaching of geography. As time went on, the students who entered college could not identify common countries and key land features on maps (pg 19-20). America on a global scale is a major super power and world influencer. With the ability to influence and even radically change the fate of nations, it is of vital importance that the US have a strong knowledge of the world’s geography. Without proper knowledge, catastrophic mistakes can happen. An example of this is the Vietnam War. The leaders and the citizen population being largely geographically illiterate. Most people could not find Vietnam on a map, let alone speak about its culture. Because America failed to understand the people, religion, and culture, costly mistakes were made that ultimately led to the a failed police action in Vietnam (pg 151-152).

Proof Read & Editing

Re-read your own paper twice. First time through, read just the first sentences. Do the first sentences tell the basics of the logic flow you are trying to create? Second time, read for detail, etc. Then, find two people who are academically more advanced than you and ask them to read it. After a while, you do not see your own mistakes, so it is important to have someone else’s brain process your work.

Professional vs. Conversational/Creative Writing

- Just say it. Don’t talk about talking about it. You are writing the paper, I am reading the paper. Your writing does not need to keep restating these facts.

Bad Example

For this paper, I am going to write about the key themes of this book. I believe that... I think that... You will see... We would think

Good Example

In the book, there were many important themes.

Bad Example

Out of the five themes of geography the ones that stuck out most to me in this book were...

Good Example

The two most important themes of geography in the book are...

- Avoid Personal pronoun, ESPECIALLY - I, Me, You, We

Bad Example

I feel that the main theme of geography that relates to this book would be movement.

Good Example

The first theme of geography present in this book is movement.

Bad Example

This was when we created machines that could communicate with other machines without the need of a human.

Good Example

Engineers created machines that could communicate with other machines without the need of a human.

Bad Example

Like I stated earlier, humans would have to adapt to the new changes...

Good Example

A reoccurring theme is the book is humanities need to adapt to changes...

- Professional writing is LOGICAL where you LOGICALLY PROVE your argument and display your knowledge. Creative/conversational writing seeks to engage the audience, amuse and perplex in order to keep their attention; moving along a story line. This may seem dry at times.

Bad Example

“The economic playing field is being leveled.” What did he mean by that? Well, Friedman just witnessed a prime example of it when he saw the virtual meetings being help on all those flat-screen televisions.

Good Example

Friedman had witnessed a prime example of the economic playing field being leveled in the virtual meetings being held on flat-screen televisions.

- Avoid universal statements and contradictions, even in opinion areas.

Bad Example

He kept my attention throughout the whole book... He also skipped around a lot on subjects which made a few of the chapters hard to follow...

Good Example

A reoccurring theme is the book is humanities need to adapt to changes...

- Do not make assumptions of your audience, in their knowledge or that they will grasp sarcasm. Professional writing is about where you must prove your knowledge and expertise by stating claims and backing them up with evidence and analysis.

Bad Example

As you already know... You are already familiar with... You don't actually read the intro so...

- Each paragraph represents one main idea/theme. When that idea/theme is done, create a new paragraph.
- Save your opinions for the opinion section, avoid distributing them throughout the essay. Your opinion can be negative. You can disagree with the author, not like the premise, nor like the book. It is about your ability to read, think, comprehend, and logically express yourself through your writing.

The Fonts You Use: Times New Roman 12 pt Font

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this is not times new roman font, This is NOT Times New Roman font. **This is NOT Times New Roman.**

Formatting The Paper

THIS IS THE WRONG FORMAT

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