Notes With Integrity

Mark models of quoting, paraphrasing, summarizing, and ethical source use.

6.R.1.D "Develop notes that include important concepts and summaries, including quoting, summarizing, and paraphrasing research findings, avoiding plagiarism by using own words and following ethical and legal guidelines for gathering and using..."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the direct quotation, circle each action that gives credit to a source, and box each ethical or legal action for using information. These marks will help you notice how careful researchers build notes.

Research Notes on City Trees

1. When studying how city trees affect heat, a researcher begins with trustworthy sources. A 2023 report from the U.S. Environmental Protection Agency explains that shade from trees can lower surface and air temperatures. In notes, record the source title, author or organization, date, and page or web link. These details let a reader find the information again. They also show where an idea came from. Copy only the exact words needed, and place quotation marks around every direct quote.

2. Suppose a report states, "Parks can be cooler than nearby built-up areas." A note that uses those exact words must include quotation marks and name the report. A paraphrase gives the same meaning in new language and sentence structure. For example, a student might write that green park spaces are often less hot than surrounding streets and buildings. The student must still cite the report because the idea is not original. Changing a few words, or leaving out the source, is plagiarism.

3. Researchers also use information ethically when gathering it. Before using a photo of a neighborhood park, check who owns it and whether its license allows reuse. A Creative Commons license may list rules, such as giving credit to the creator. Do not copy a whole article into notes when a brief summary will do. A useful summary states the main finding and leaves out smaller details. For this topic, a summary could explain that trees and parks help reduce heat in cities, based on several sources.

2 ANSWER WITH EVIDENCE

Use the passage

1. Which four source details should you record so another reader can locate the information later?

2. When you copy exact words from a report, what two things must your note include?

3. In one sentence, explain why changing only a few words from a source is not a safe paraphrase.

4. What should you check before using a photo you found online, and what might the photo's license require you to do?

3 YOUR TURN

Your own words

Use this source card: Greenview Community Garden Survey, 2025. Of 60 visitors, 42 said shade made them stay longer. The survey team wrote, “Shade is the most requested improvement.” Visitors also asked for more benches and drinking water. Write three labeled notes, one direct quote, one paraphrase, and one 25 to 35 word summary, and cite the source in every note. Then write one sentence explaining how you would legally use a photo from the garden's website.

ANSWER KEY

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GRADE 6 · 6.R.1.D

PART 1 · READ AND MARK

Underline the direct quotation, circle each action that gives credit to a source, and box each ethical or legal action for using information. These marks will help you notice how careful researchers build notes. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Which four source details should you record so another reader can locate the information later?	**The source title, author or organization, date, and page number or web link.**
2	When you copy exact words from a report, what two things must your note include?	**Quotation marks around the exact words and the name of the report or source.**
3	In one sentence, explain why changing only a few words from a source is not a safe paraphrase.	**It can still be plagiarism because a paraphrase needs new language and sentence structure, and it must cite the source.**
4	What should you check before using a photo you found online, and what might the photo's license require you to do?	**Check who owns the photo and whether its license allows reuse. The license may require credit to the creator.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Direct quote: "Shade is the most requested improvement" (Greenview Community Garden Survey, 2025). Paraphrase: Forty-two of the 60 surveyed visitors said shade encouraged longer visits (Greenview Community Garden Survey, 2025). Summary: The 2025 Greenview Community Garden survey found that most visitors wanted more shade, and many said it would help them stay longer. Benches and drinking water were also requested (Greenview Community Garden Survey, 2025). I would check the photo's license and give credit if its rules allow reuse.

Accept equivalent source details, explanations, and ethical-use steps stated in the passage. For the open task, check that the quote is exact and marked with quotation marks, the paraphrase uses genuinely new wording, the summary is 25 to 35 words, and each note credits the source.