

## THE CHARTING METHOD

## PART ONE: THE INITIAL PROCESS

	How to get a quick grasp of the Whole Paper.
Step 1	<u>Decide to love the paper</u> - feel of it, ritualize affection, pronounce the author's name.
Step 2	<u>Explore the entire contents</u> - look at enunciations, titles, opening and closing paragraphs, words that jump out at you, and guess what the whole paper is about.
Step 3	<u>Number paragraphs</u> in the paper.
Step 4	<u>Lay out the chart</u> horizontally on a piece of paper, 1/3 of the way down from the top and number spaces to correspond with paragraphs. Do this very quickly. This is a work chart, not a museum piece.
Step 5	<u>Scan for structure</u> - don't read, but look quickly for transitional clues, numerals, italics, transitional words. Read, at the most, the first 4 words of each paragraph. Record findings on work-chart below the line.
Step 6	<u>Scan for content</u> - simple topical headings - read, at the most, first and last sentence of each paragraph and scribble findings below the line. Do not necessarily start with the first paragraph, but start where topics emerge easily. Then complete all paragraphs.

## PART TWO: THE DEPTH DIALOGUE

	How to ask the paper good questions and hear answers.
Step 1	<u>What meanings and questions</u> are raised by the scan data? Record conclusions above the line.
Step 2	What are the <u>sections</u> emerging in your chart? What functions do they play (introduction, conclusion, transition, etc.)? Give each section an impressionistic title. Record above the line.
Step 3	You still have not read the paper. Where do you <u>need more data</u> ? Ask your questions, read in appropriate places, and record findings above the line.
Step 4	What are the <u>questions you are now raising</u> about: a. The structure of the paper b. The content of the paper. Read to complete picture of the paper and answer your questions. Don't read just to be reading. Keep your side of the dialogue engaged.
Step 5	<u>Organize your findings</u> into a total picture above the line. Give most paragraphs a title. Title all sections in a consistent way. Give a good title to the whole paper.
Step 6	<u>Ascertain where the key questions and paragraphs</u> of the paper are, for further explanation into the heart of the paper.

THE CHARTING METHOD  
(cont'd)

PART THREE: THE 4 LEVEL PROCESS

The Four Dynamics that are operating in the process of charting.

1. The Topical: The impressions of the broad inclusive images of content. Simple answers to the question: "What is this section about?"
2. The Functional: The external structural relations of all the sections of your chart. (Introduction, Conclusion, Main Point, etc.) Simple answers to the question: "What role does this 'section' play in the paper?"
3. The Propositional: In your own words write a ~~basic~~ proposition stating what is in each paragraph, each section of your structure, and finally, the whole paper. The propositions organize the ~~interior~~ content of each paragraph and section. This is a dynamic ~~always~~ in operation when you are charting. Without it you do not really ~~know~~ what your topical and functional levels mean.
4. The Existential: This level has to do with what the paper's ~~message~~ is doing to you personally. It is never absent; the good charter is deeply engaged in what he is doing. The following is a helpful way to structure the existential level chart. Turn your chart over and answer these four questions on the back.
  1. What shifts in image has this paper provoked for you?
  2. What is its personal address to your current life?
  3. What positive contribution has this paper made to your self-understanding ?
  4. What is your critical appraisal of this paper?

PART FOUR: TYPES OF CHARTS

Work Chart - The fast scribbling of data as discussed in the six steps above.

Holding Chart - The careful drawing of a neat chart of all four levels to hold final conclusions.

Teaching Chart - lists data needed for teaching the paper, such as key points, good questions, images, lecturettes, etc.

Art Chart - brands on the brain the structure of life discovered in the structure of the paper. Adding color and heavy lines portrays the full glory of the picture.