

# Instructions for LitCharts Close Reading Organizers

We built our LitCharts literature guides around the idea of side-by-side summary and analysis and color-coordinated theme tracking. This organization naturally puts a focus on deep engagement with key details of the text, fostering student understanding and modeling *how* to read closely and actively. But students can learn even more if instead of just *reading* the analysis, they are actively *writing* it. As one teacher put it:

It would be great if your LitCharts came in a "blank" format that could be used as a visual organizer for students—or a partially completed format so students could complete it. The organization is fabulous!

Our Close Reading Organizers make it easy to do just that, by keeping the summary but leaving the analysis and theme-tracking blank. We also carefully designed them for easy and flexible classroom use.

- **Tailored for your needs.** Rather than give you one long document, we’ve broken down every organizer by section so you can decide how and when to use them.
- **Easy editing.** We created the file as Microsoft Word docs so you can easily edit, cut, or otherwise modify them to suit your needs. You can even cut the summary entirely if you want students to write both summary and analysis.

## Ways to Use the Close Reading Organizers

While we created our Close Reading organizers to make it easy to mirror the sort of analysis and “theme tracking” that we do in our LitCharts Review Guides, the structure of these organizers are very versatile. Ways teachers use them include:

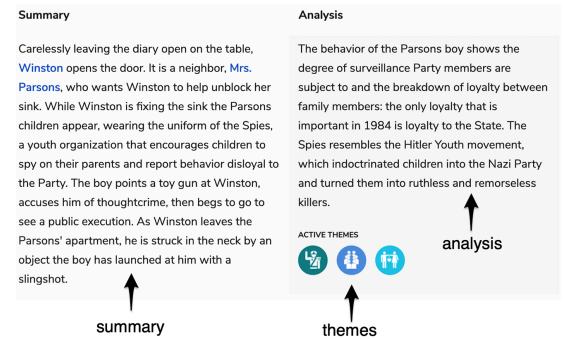
- Reading journals
- Reading response activities
- Tracking single themes, symbols, or characters
- Identifying and organizing instances of key quotes or figurative language and connecting them to particular themes

## How to Fill in the ThemeTracker

If students are using the Close Reading organizer as a printout, filling in the ThemeTracker cells is just a matter of coloring in the cells of the table. Here’s how they can fill in the cells:

### Word on a PC

1. Place your cursor in the cell you’d like to color.
2. Click on Format / Borders and Shading.
3. Click on the Shading tab.



4. Under the heading "Fill", select the color you would like to use.
5. On the right side, under Apply to, use the drop-down arrow and select Cell.
6. Click OK.

#### **Word on a Mac**

1. Click the cell you want to fill.
2. Click on the Format tab in the Ribbon.
3. Click on the "Shape Fill" option in the Format tab and choose the appropriate color from the pulldown menu.

#### **Google Docs**

1. Click the cell you want to fill.
2. Right click, then select Table Properties.
3. In the dialog box that appears, select the cell background color and click OK.