

Note Taking

LESSON GOAL

Develop and practice strategies for effective note taking.

ESSENTIAL QUESTION

What is the value of effective note taking?

INTEGRATING TECHNOLOGY

ANNOUNCEMENT

- Check Announcements for any information about assignments and due dates.

MY PORTFOLIO

- Consider submitting your work in this lesson to My Workspace for inclusion in My Portfolio.

MY WORKSPACE

- Complete your assignments in My Workspace.

LESSONS

- Review the lesson
- Complete assignments.
- Submit assignments

ASSIGNMENTS

- Use Assignments to submit your artifacts and reflections.

GRADEBOOK

- Check Gradebook for your lesson evaluation.

SCHEDULE

- Check schedule for assignments and due dates.

COMMUNICATE

- with your teacher or other students if desired
 - Blogger
 - Chat Room
 - Drop box
 - Mailtool

1 class period

LESSON OVERVIEW

I read somewhere that... I heard somewhere that... Someone said that... Taking effective notes can help you remember information that is important to you. But effective note taking is not easy. College students, scientists, and researchers struggle with training themselves to record and document their information. Note taking is a skill that saves time and frustration if you develop good strategies. In this lesson you'll discuss and practice note-taking skills and strategies.

STUDENT EXPECTATIONS

1. Identify good note-taking strategies through group discussion.
2. Produce good notes by following along with the lesson or presentation.
3. Recall basic note-taking skills (i.e. date, title, storing notes, etc.).

There are two assignments in this lesson that require you to practice taking notes and to write a reflection on note taking strategies.

Here are the ways you can succeed in this lesson.

1. Engage in classroom discussions fully by offering thoughtful responses.
2. Take effective and organized notes that incorporate note-taking strategies.
3. Take initiative to offer constructive strategies to add and revise class list.
4. Write a thoughtful reflection on building note-taking skills.

Note Taking



ASSIGNMENT 1

In class you discussed note-taking problems and developed a class list of strategies. Use note-taking strategies to take notes on the *Public Speaking: The Basics* presentation. Discuss the quality of your notes in a small group and share your strategies. Then use the *Sakai Assignments Tool* to submit your notes for evaluation.



ASSIGNMENT 2

In class you discussed note-taking skills and strategies, practiced taking notes, and refined your class list of strategies. Now reflect in writing on the following prompt. Then use the *Sakai Assignments Tool* to submit your reflection for evaluation.

Note taking is a skill much like playing a sport. Practice will help you develop better note-taking strategies.

- How will you work on your note taking in the future?
- Rate your note-taking skills before and after this lesson. Explain your ranking.

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.

Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
2	ASSIGNMENT 1 Presentation Note Taking Take notes on a presentation and evaluate and discuss them.	Took effective and organized notes that incorporated note-taking strategies.	Took effective notes.	Made an effort to take notes on presentation.	Made a minimal effort to take notes on presentation.	
3	ASSIGNMENT 2 Reflection Write a reflection on note-taking strategies.	Wrote a thoughtful reflection on building note-taking skills.	Completed the reflection on note-taking skills.	Attempted to complete the reflection on note-taking skills.	Did not complete the reflection on note-taking skills.	