

# Note Taking

## ESTIMATED TIME

1 class period

## PREREQUISITES

■ Projector to present **Public Speaking: The Basics**

## RESOURCES AVAILABLE

■ **Note Taking Rubric**

■ **Public Speaking: The Basics** presentation

## ACROSS THE CURRICULUM

Note-taking skills are used in most classes and are great for documenting information in all of the disciplines. Taking notes at internships sites is also necessary to remember key information in the training process.

## LESSON PLANNING

### LESSON GOAL

Develop and practice strategies for effective note taking.

### Essential Question

What is the value of effective note taking?

### 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.).

### LESSON OBJECTIVES

1. Develop and practice effective note-taking skills.
2. Take notes on public speaking presentation.

### RATIONALE

Students will need to be able to accurately and efficiently document information in most classes that they take in high school and in higher education classes. Note taking is likely to be important in many jobs as well, especially those in which people are expected to remember information from training. This is a skill that assists people in remembering information, communicating it to others and referring back to it when needed.



Note Taking Rubric



Public Speaking: the Basics

## PROCEDURES: WHAT TO DO

- 1. WHOLE GROUP** Begin the lesson by reviewing the *Note Taking Rubric* to provide an overview of the lesson and explain how students will be evaluated. Then begin a discussion of note-taking strategies by discussing the following points.

  - Ask students who have a notebook with them to show their notebooks to the class and explain how they organize and take their notes. Some students will have already incorporated effective note-taking skills and others will not.
  - Ask why it is important to take notes. Answers may include:
    - To remember important details
    - To record important observations
    - To use for studying
  - On the board or on chart paper, make a list of the problems students have with taking notes. These may include:
    - Taking notes is boring.
    - Taking notes doesn't help you learn.
    - You can learn as much by listening closely.
    - Trying to write down everything so that you miss key points.
    - Not being able to read your own notes.
    - Not dating or attributing the notes so you can't remember the basic facts about them: where, when, who.
    - Not knowing what is important.
    - Disorganized notes that do not show how ideas are connected.
  - For each problem that students pose, have the class propose one or more solutions. Have students take notes on the solutions.
  - Have them share their notes on note-taking strategies to see if they have incorporated any of them.

### ASSESSMENT

**Discussion** Participate in a discussion of note-taking problems and solutions.

- 2. WHOLE CLASS** Show the *Public Speaking: The Basics* presentation and have students take notes.
- 3. SMALL GROUP** In small groups have students share their notes and discuss what aspects of each other's notes worked best or was good for that student. Have students use the *Sakai* Assignments Tool to submit their notes for review.

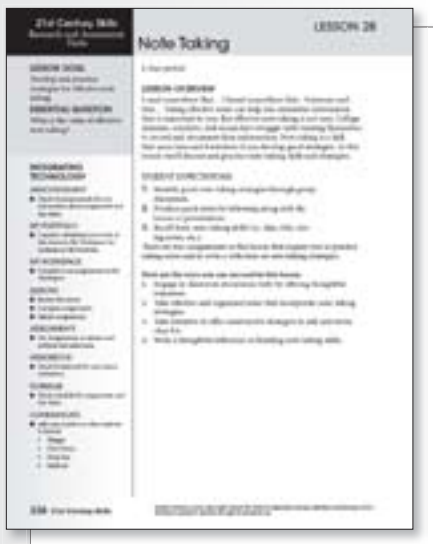


### ASSIGNMENT 1

### ASSESSMENT

**Presentation Note taking** Take notes on a presentation and evaluate and discuss them.

- 4. WHOLE GROUP** Revisit the list of problems and solutions. Revise, add, or delete strategies. Then review the final list of strategies. Post the list in *Sakai* for all to access it.



Student Pages

## ASSESSMENT

**Strategies** Contribute to a list of note-taking strategies.

## REFLECTION



## ASSIGNMENT 2

Have students reflect in writing on the following prompt. Then have them use the *Sakai* Assignments Tool to submit their reflections 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.

## ASSESSMENT

**Reflection** Write a reflection on note-taking strategies.

## ASSESSMENT

Use the *Note-Taking Rubric* to evaluate student performance. Have students complete the rubric as a self-evaluation and then discuss the results.

## INTEGRATING TECHNOLOGY

### ANNOUNCEMENT

- Use Announcements to remind students of assignments and due dates.
- Announcements should be coordinated with Assignments and Schedule.

### SCHEDULE

- Add Assignments to the Schedule

### EVALUATE/REVIEW

- Use Drop Box to access and evaluate student assignments
- Use Assignments to access and evaluate student assignments
- Student Portfolio
- Add a test or quiz if desired

### LESSONS

- Review Lessons
- Add Resources if desired
- Change a Lesson if desired
- Schedule a Lesson
- Unschedule a Lesson

### COMMUNICATE IF DESIRED

- Blogger
- Chat Room
- Drop box
- Mailtool
- Roster

## Ohio Academic Content Standards

### Grade 9 English Language Arts

#### Research

4. Compile and organize important information and select appropriate sources to support central ideas, concepts and themes.

#### Communication: Oral and Visual

1. Apply active listening strategies (e.g., monitoring message for clarity, selecting and organizing essential information, noting cues such as changes in pace) in a variety of settings.

## DIFFERENTIATING INSTRUCTION

### SPECIAL NEEDS

Guided note sheets can be provided for IEP students. In addition, work with the IEP coordinator at your school to see if guided notes would assist your students. Teachers may be required to provide them for the student. Finally, small group review of notes will assist those who may require modifications on this lesson.

### GIFTED AND TALENTED

Ask these students to bring in class notes and critique the notes in a small group of peers or one-on-one with teacher. Do periodic check-ins to see how these students are developing their skills.

## ADDITIONAL RESOURCES

### WEBSITE SOURCES

Preview sites for appropriateness before recommending them to students. If links are broken, search for similar information.

- **Sweet Briar College Academic Resource Center** <http://www.arc.sbc.edu/notes.html> Informative college website with good information.
- **Pearson Education Family Education** <http://school.familyeducation.com/study-skills/educational-issues/34585.html> Interactive website with lots of links, but also quite a few pop-ups.
- **How-to-Study.com** <http://www.how-to-study.com/> Many different study topics for students to learn about.
- **Dartmouth College Academic Skills Center** <http://www.dartmouth.edu/~acskills/success/notes.html> Information and tips on all aspects of studying, including listening and taking notes.