

# Focused Note-Taking

## Five Steps to Success

Purpose – to demonstrate your understanding of the 5 Phases of the Focused Note-Taking process

# Focused Note-Taking Process



Taking Notes



Processing Notes



Connecting Thinking



Summarizing and Reflecting on Learning



Applying Learning

# Guiding Principles

- The focused note-taking process must be explicitly taught!
- For learning to occur most effectively, learners must revisit their notes multiple times in a variety of ways.
- Every phase of focused note-taking involves inquiry. Learners must constantly ask questions of themselves, their notes, and the content.

**Focused  
Note-Taking  
Phase 1**

# Taking Notes



Establish a  
**purpose &  
objective** for  
note-taking



Write an  
**Essential  
Question** to  
guide the  
note-taking

Select the best  
**format** for the  
notes



Learn to use  
a variety of  
formats for  
different  
purposes

**Write notes**  
based on your  
source(s)



Select,  
paraphrase,  
and arrange  
the  
information  
thoughtfully


**Focused  
Note-Taking  
Phase 1**

# Taking Notes: **Formats**

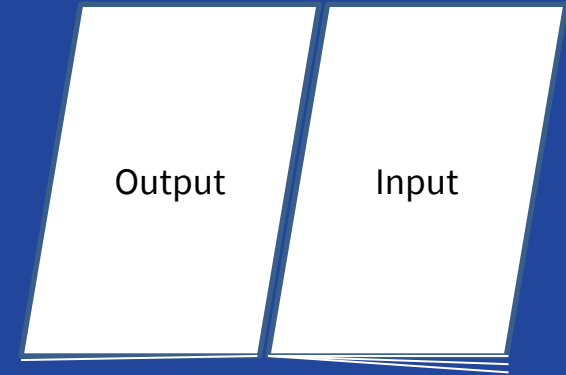
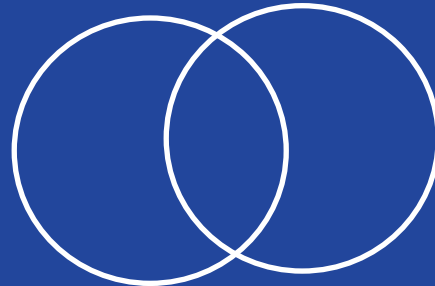
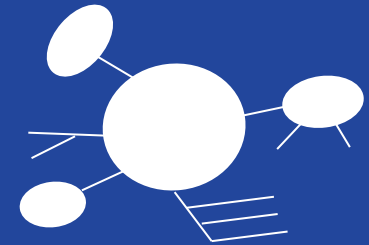


Two- and Three-Column  
Notes

Mind Maps

<b>CORNELL NOTES</b> 	TOPIC/OBJECTIVE:	NAME:
		CLASS/PERIOD:
		DATE:
ESSENTIAL QUESTION (EQ)		
QUESTIONS:	NOTES:	
SUMMARY:		

Term	Definition	Examples



Cornell Notes

Graphic Organizers

Interactive Notebooks

# Processing Notes



- Involves thinking **about** the notes
- Should be done within 24 hours of taking the notes
- Provides opportunities for collaboration
- Will get messy as note-takers revise
- Focuses on clarifying content and organization

# Processing Notes



## Revise notes by...

- underlining, highlighting, circling
- questioning *What?*
- ~~deleting~~
- classifying, *adding*, organizing, chunking
- main ideas
  - less important ideas
    - details

Identify main idea and supporting details by:

- Selecting
- Sorting
- Classifying
- Organizing

**Focused  
Note-Taking  
Phase 3**

# Connecting Thinking



Think **beyond** the notes

Ask questions  
about the notes

## Wonderment questions

- Comprehension
- Prediction
- Anomaly Detection
- Application
- Planning and Strategy

## Costa's Levels of Thinking

Add original  
thinking

## Make connections to

- what you already know
- content from the course or from outside the course
- your life or the world around you
- your note-taking purpose



# Connecting Thinking



Return to the notes with an eye for inquiry:

- Learning makes sense when it is connected to what we already know, what we've experienced, or how we can use it.
- Learners should ask questions they really want to find the answers to and truly want to discuss.

**Focused  
Note-Taking  
Phase 4**

# Summarizing and Reflecting on Learning



Think  
about  
the  
notes  
as a  
whole.

**Summarize**

**What have I learned?**

- Capture the most important aspects of your notes
- Answer the Essential Question

**Reflect**

**How will this be useful?**

- Consider how the learning helps you meet the note-taking objective
- Plan where you go from here

# Applying Learning



- Use the notes for their intended purpose.
- Demonstrate what you've learned or apply it to a new situation.

**Socratic Seminar Philosophical Chairs Debates Problem-solving Researching Writing Narratives Arguments Essays Reports Presentations Proposals Speeches Teaching others Panel Discussions Project-Based Learning Quizzes Tests Studying Letters Articles Scripts Documentaries Reviews Critiques Experiments Blogs**

# Let's practice the Focused Note-Taking Process!



Taking Notes



Processing Notes



Connecting Thinking



Summarizing and Reflecting on Learning



Applying Learning

**Focused  
Note-Taking  
Phase 1**

# Taking Notes



Did you write down the note-taking purpose from slide 1? If not, ask an elbow partner!

Supplement the notes that you've already taken by adding notes from the

## Student Overview Video



# Processing Notes

**Compare your notes with a partner and revise by...**

- underlining, highlighting,
- circling
- questioning *What?*
- ~~deleting~~
- classifying, *adding* organizing, chunking
- main ideas
  - less important ideas
    - details

# Processing Notes



Divide your notes into “chunks”

In the left column of your notes, write the Main Idea of each chunk/section of notes

Going above and beyond!

- Using the words/phrases you circled and underlined in each chunk, write a one-sentence synthesis statement

**Focused  
Note-Taking  
Phase 3**

# Connecting Thinking



- As a class, **think outside the notes** by sharing questions and original thinking and writing those in the left column and/or in text.

Ask questions about the notes

## Wonderment questions

- Comprehension
- Prediction
- Anomaly Detection
- Application
- Planning and Strategy

## Costa's Levels of Thinking

Add original thinking

## Make connections to

- what you already know
- content from the course or from outside the course
- your life or the world around you
- your note-taking purpose



**Focused  
Note-Taking  
Phase 4**

# Summarizing and Reflecting on Learning



- Individually write a Summary Reflection at the bottom of your notes.

## **Summarize**

### **What have I learned?**

- Capture the most important aspects of your notes
- Answer the Essential Question

## **Reflect**

### **How will this be useful?**

- Consider how the learning helps you meet the note-taking objective
- Plan where you go from here

# Applying Learning



Use the notes for their intended purpose.

- Our Purpose – to demonstrate understanding of the 5 Phases of the Focused Note-Taking process

We will do this through SYNECTICS!

- Synectics is the process of making unexpected connections; a form of analogous thinking often used in problem solving; a form of analogy.

# Applying Learning



Explain how the Focused Note-Taking Process is like another process. Creatively demonstrate and present the connection (skit, poster, digital presentation, etc.)

For example:

- create a poster showing how the Focused Note-Taking process is like the process of building a house
- perform a demonstration of how the Focused Note-Taking process is like learning to properly shoot a jump-shot