**Focused Note Taking**

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| Image result for taking notes | **Taking Notes**  Choose a format.  Write an Essential Question.  Write notes thoroughly and thoughtfully. |
| Image result for cycle graphic | **Processing Notes**  Chunk your notes into sections.  Revise your notes by adding, highlighting, underlining, and circling. |
| Image result for puzzle pieces connecting | **Connecting Thinking**  Annotate your notes.  Add questions, predictions, applications, and connections. |
| Image result for funnel | **Summarizing and Reflecting on Learning**  Summarize by writing what you have learned and answering the Essential Question.  Reflect on how the notes will be used and where you need to go from here. |
| Image result for processing | **Applying Learning**  Use the notes for their intended purpose (ie. studying, demonstrating, or applying). |

**“Must Haves”:**

Essential Question

Highlighting/ Underlining/ Circling

Graphic/chart/diagram

Annotations & Questions

Summary/Reflection