**Focused Note Taking**

|  |  |
| --- | --- |
| 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