

GRADE 10 | ORGANIZATION

NOTE-TAKING SKILLS

Activity Statement:

Students will complete a survey about note-taking.

Materials: Note-Taking Survey

Procedures:

1. Have students complete the survey.
2. Answer questions below.

Discussion:

1. Why do you think that note-taking is so important?
2. What are some tips you can share with your classmates regarding note taking “how to’s” that work for you.
3. What tips did you learn from the “Taking Notes” handout?

Additional Resources:

Education World: http://www.education-world.com/a_lesson/lesson/lesson322.shtml

Academic Skills Center Dartmouth: <http://www.dartmouth.edu/~acskills/success/notes.html>

Prentice Hall Student Success Super Site:

<http://www.prenhall.com/success/StudySkI/notetake.html>

The Cornell Note-Taking System: <http://ccc.byu.edu/learning/note-tak.php>

Teen’s Health Note-taking Tips:

http://kidshealth.org/teen/school_jobs/studysmart/take_notes.html

NOTE-TAKING SKILLS HANDOUT

Note-Taking Survey

Read the items below and place a checkmark by the ones that you think you need to improve upon or be more consistent with. Remember that you may check as many as you want.

1. ____ I try to listen actively and I fight distractions.
2. ____ I have a separate notebook for each subject.
3. ____ I ask the teacher to clarify if I do not understand something.
4. ____ I leave blank spaces between important points, so I'll have room to write comments.
5. ____ I underline or otherwise identify what I think are the major points.
6. ____ I copy down whatever the teacher takes the time to write on the board.
7. ____ I sit in the front of the classroom in order to avoid distractions.
8. ____ I use abbreviations where possible.
9. ____ I write my notes legibly enough to be able to read and understand them later.
10. ____ I ask others for their notes if I was absent.
11. ____ Others can count on me to take good notes if they are absent.
12. ____ I keep my notebooks in a designated place and can locate them easily.
13. ____ I do not wait until the last minute to review my notes.
14. ____ I have a study buddy to compare notes with.

In the space below write down one or two things that you can do immediately to improve your note-taking. Be sure to make the effort to be consistent and follow through on making improvement.