

NOTE-TAKING



Time Required: 30-45 minutes

Principles:

- Students will complete school with the academic rigor and preparation essential to choose from a wide range of substantial post-secondary options, including college.

Objectives (Students will...):

- Apply the study skills necessary for academic success.

GOAL: Students will understand the importance of note-taking.

Activity Statements:

Students will complete a survey and improve their ability to take notes.

Materials:

1. Handout 1 – “Note-Taking Survey”
2. Handout 2 – “Taking Notes”
3. Pen/pencil

Procedures:

1. Duplicate and distribute the handout.
2. Have students complete the survey and write down resolutions on the bottom.
3. Use any remaining time to discuss the questions below.

Discussion:

1. Why do you think that note-taking is so important?
2. What does it mean to be a good listener?
3. Do you think it is a good idea to use a tape recorder in class?
4. What are some tips you can share with your classmates regarding note taking “how-to’s” that work for you.
5. What resolutions did you make that you think will improve school success?
6. What tips did you learn from the “Taking Notes” handout?

Integrative Closing Statement:

Note-taking is not just a skill that college bound students use. It is a skill that you will use in any career you choose. Being a good listener can improve your note-taking skills. Always ask a teacher to restate or clarify anything that you are not sure of. Remember that making a small resolution now and sticking to it can make you a better note-taker.

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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

Extension Activities:

Ask students to go to the above website also listed on Handout 2 to view website and learn more study tips.

Activity:

Have students review articles and ADVISORY in [Succeeding in High School](#) section

Resource:

Lesson Plan – [Successful Study Techniques](#)
