

Part III: Note-Interacting

L – Step 6: Link Learning to Create a Summary

Identify the main ideas to be used in the summary by reviewing your notes, questions written on the left side, and prior knowledge.

Address the Essential Question of the lesson in the summary.

Use the notes on the right side for support as you write the summary.

Combine main ideas by synthesizing and internalize learning from the questions/notes.

Answer the higher level questions on the left side in the summary to tie together the main ideas.

L – Step 7: Learning Tool – Use Completed Notes as a Learning Tool

Review notes taken, questions developed, and the summary, individually or with a study group. Apply new learning to increase performance in the class by using notes to study for a test, write an essay, prepare for a presentation, etc.

Interact with material by taking notes, writing questions, and summarizing to internalize the information and increase subsequent learning.

Use the notes to transfer knowledge to long-term memory by forming connections with, and making meaning of, the notes.

Part IV: Note-Reflecting

W – Step 8: Written Feedback

Review, revise, and improve your notes, questions, and summary based on feedback by a peer or instructor.

Use the feedback to check for quality.

A – Step 9: Address Written Feedback

Create a goal for improving future note-taking.

Use the feedback provided to identify an aspect of note-taking that challenges you.

Identify specific actions to address this challenge in future note-taking.

Y – Step 10: Your Reflection

Review your notes, questions and summary, and then reflect on your learning by completing a reflective log to show how you mastered and/or applied your new knowledge.