

Title/Topic: _____

Main Ideas

Step 2: During/After notes

Main Ideas

Essential Facts

Key Questions

**Think of
this as a
Search Bar**

Notes

Step 1: During class lecture, discussion, or activity – outline of notes

Use abbreviations and symbols

Leave space between main ideas and key concepts.
 Indent examples on a separate line (including work)

Includes:

- Key words and Ideas
- Repeated/stressed Data
- Ideas/brainstorming written on board & overhead projector
- Diagrams and Pictures
- Formulas

Summary

Step 3: At the end of class and/or for homework

Write in complete sentences
Answer 3 questions

1. Why is this information important?
2. What conclusions can I make from the information?
3. How can this information be applied?

This space may be used to briefly highlight key features of the notes (number of methods, when they will be used, etc.)

**Reflection / Review
of the Notes**