


| Completed | Symbol | Revision |
|--------------------------|---|--|
| <input type="checkbox"/> | 1, 2, 3... A, B, C... | 1. Number the notes each time a new concept or main idea |
| <input type="checkbox"/> |  | 2. Circle vocabulary/ key terms in pencil |
| <input type="checkbox"/> | <u>Main idea</u> | 3. Highlight or underline main ideas in pencil |
| <input type="checkbox"/> | ^ | 4. Fill in gaps of missing information and/ or reword/ paraphrase in red |
| <input type="checkbox"/> | Unimportant | 5. Delete/ cross out unimportant information by drawing a line through it with a red pen |
| <input type="checkbox"/> | ? | 6. Identify points of confusion to clarify by asking a partner or teacher |
| <input type="checkbox"/> | * | 7. Identify information to be used on a test, essay, for tutorial, etc. |
| <input type="checkbox"/> | Visual/symbol | 8. Create a visual/ symbol to represent important information to be remembered |

| | |
|---|---|
| HEADING: Page # and Date | ESSENTIAL QUESTION: The objective for the day |
| QUESTIONS: Write questions whose answers are in the notes, i.e. What should happen to notes outside of class? | NOTES: The only part used during class. ALL your notes go here. Outside of class they should be edited and revised (highlighted, underlined, added to in some way) |
| | SUMMARY: Answer the essential question in 2-3 sentences. |