

Focused Notes

Phase One: Take Notes

- Choose a layout that works best for you
- Leave space between your notes
- Avoid complete sentences
- Get to the point

Phase Two: Process Notes

- Organize, sort notes
- Identify main ideas and important points
- Record vocabulary, ideas, or concepts you missed the first time or have learned since you wrote the notes
- Add markings to indicate important points, vocabulary, or ideas (underline, highlight, star, etc.)
- Look up and add definitions, examples, or synonyms to words or phrases that are unclear or unfamiliar
- Rephrase a confusing concept in their your words
- Add symbols or pictures to make concepts more clear

Phase Three: Inquiry

- Write specific questions that are specifically answered by your notes

Phase Four: Summarize

- Summarize your notes
- Reflect on what you have learned
- Answer the Essential Question