

THOUGHTFUL CLASSROOM PORTFOLIO SERIES

# From Note Taking to Notemaking

How Making Notes and Summarizing  
Strengthen Student Learning

WORKSHEETS

The  
**Thoughtful Classroom™**

MAKING STUDENTS AS IMPORTANT AS STANDARDS

The Hidden Skills of Academic Literacy

Research-Based Strategies

Diversity That Works

Classroom Curriculum Design

Instructional Learning Teams

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**REPRODUCIBLE**

Make copies of Figures 2.24 – 2.28 before using them. You will need more blank forms as you plan future lessons.

## Sample Planning Form

Figure 2.24: Activity – Planning Step 1

### Narrow the focus.

**What is the purpose for making notes?**

**What sources of information will students make notes about?**

Figure 2.25: Activity – Planning Step 2

### Optimize the effectiveness of the Notemaking process.

**How will students select the appropriate Notemaking tool?**

**How will you model/review the Notemaking tool?**

**Is there a visual organizer students will be using to record their notes?**

Figure 2.26: Activity – Planning Step 3

**Take an active approach to Notemaking.**

**How will you encourage and help students to identify big ideas and important details, describe personal feelings, ask questions, or connect to their prior knowledge?**

Figure 2.27: Activity – Planning Step 4

**Examine the initial notes and reflect upon them.**

**How will you help students assess the effectiveness of their notes?**

Figure 2.28: Activity – Planning Step 5

**Synthesize what students have learned.**

**How will students use their notes to enhance their learning?**

**How will students reflect on the Notemaking process?**