

Focused Note-Taking FAQ

What are the main characteristics of the revised focused note-taking process?

- Five phases of note-taking: taking notes, processing notes, connecting thinking, summarizing and reflecting on learning, applying learning
- Note-taking as a tool for learning that requires students take charge of their learning, curate, and build the resources needed for success in rigorous coursework and their future studies and careers
- The note-taking purpose should determine the format
- Flexibility in note-taking formats to fit various learning purposes and teacher/student preference
- Option of using multiple strategies within the notes, including non-linguistic representations, and graphic organizers
- Technology integrations into the note-taking system, where needed

What remains the same in the revised process?

- Four main sections from CORNELL WAY, but with modifications
- Essential Questions, student questions, summaries, and reflections
- Interacting with the notes through multiple “touches” to deepen learning

With an emphasis on flexibility, how can there be consistency schoolwide and districtwide?

- AVID’s expectation is that fundamentals of note-taking are taught and evaluated for the sake of consistency. Yes, there is flexibility, and there are also fundamentals that must be present within notes if they are to be used as tools for learning and combatting the Curve of Forgetting.

Focused Note-Taking Fundamentals:

- Essential Question
- Going back into the notes with a different color ink to underline, circle, highlight, and revise
- Questioning; writing questions and identifying gaps in learning
- Writing a summary that answers the Essential Question by synthesizing content
- Using the notes as a resource or learning tool to apply or demonstrate what has been learned

What resources on focused note-taking will be available?

- New writing book, *AVID Writing for Disciplinary Literacy: A Schoolwide Approach* to be released in 2018
- Videos demonstrating focused note-taking in action in multiple content areas, an overview of focused note-taking for educators, and an overview of focused note-taking for students
- *AVID Writing for Disciplinary Literacy: A Schoolwide Approach* curriculum webpage (accessed from MyAVID home page)
- Focused note-taking core-strategies webpage (accessed from MyAVID home page)

How will the revised focused note-taking process be introduced?

- New SI 2018 strands: *Learning through Writing: A Schoolwide Approach* and *Content-Area Writing: A Schoolwide Approach*
- Integration into all 2018 SI strands
- National Conference presentation on focused note-taking
- Staff developer training sessions in April
- ADL sessions
- Professional learning modules, including Launches and Boosts