### 10-2-2 Note-Taking Structure

| 10-2-2 Structure & Rationale: | The structure involves the following:  
- **10 minutes**: presenting information/note-taking  
- **2 minutes**: Processing information  
- **2 minutes**: Summarizing information  
- Allows students the necessary time to process information and concepts presented in whole group instruction  
- The structure allows for:  
  - Greater retention of information  
  - Improvement in the quality of notes, question, and summaries |
|--------------------------------|--------------------------------------------------------------------------------------------------|
| **10 Minutes: Whole Group Instruction** | The instructor lectures/presents information or gives an audio-visual presentation for **ten minutes** while the students take Cornell notes.  
- Encourage students to use abbreviations and short-cuts while taking notes. |
| **2 Minutes: Partners/Small Groups** | The instructor then pauses for **two minutes** while the students take time to process the information by working collaboratively in partners/small groups to do the following:  
- Sharing notes  
- Revising/refining notes  
- Filling in gaps in notes  
- Clarify information/concepts presented  
- Create questions on the left side  
- During this time students are not allowed to ask the instructor questions; students should rely on the support of peers to assist them in processing the information. |
| **2 Minutes: Independently** | The students then take **two minutes** silently to individually process the information and create a one-sentence summary to be placed across the page just below the chunk of notes.  
- The teacher may choose to have students share out their sentence summary as a way to check for understanding. |
| Repeat the Process | Repeat the process until all information is presented. |
| Last 5 Minutes of Class: Whole Group | Reserve the **last five minutes of the period** for the students to interact with the teacher.  
- Students can ask questions to:  
  - Resolved unanswered questions  
  - Get clarification about information presented  
  - Sort out misconceptions/gaps |