

## 10-2-2 Note-Taking Structure

<p><b>10-2-2 Structure &amp; Rationale:</b></p>	<ul style="list-style-type: none"> <li>• The structure involves the following: <ul style="list-style-type: none"> <li>- <b>10 minutes:</b> presenting information/note-taking</li> <li>- <b>2 minutes:</b> Processing information</li> <li>- <b>2 minutes:</b> Summarizing information</li> </ul> </li> <li>• Allows students the necessary time to process information and concepts presented in whole group instruction</li> <li>• The structure allows for: <ul style="list-style-type: none"> <li>- Greater retention of information</li> <li>- Improvement in the quality of notes, question, and summaries</li> </ul> </li> </ul>
<p><b>10 Minutes: Whole Group Instruction</b></p>	<ul style="list-style-type: none"> <li>• The instructor lectures/presents information or gives an audio-visual presentation for <b>ten minutes</b> while the students take Cornell notes.</li> <li>• Encourage students to use abbreviations and short-cuts while taking notes.</li> </ul>
<p><b>2 Minutes: Partners/Small Groups</b></p>	<ul style="list-style-type: none"> <li>• The instructor then pauses for <b>two minutes</b> while the students take time to process the information by working collaboratively in partners/small groups to do the following: <ul style="list-style-type: none"> <li>- Sharing notes</li> <li>- Revising/refining notes</li> <li>- Filling in gaps in notes</li> <li>- Clarify information/concepts presented</li> <li>- Create questions on the left side</li> </ul> </li> <li>• 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.</li> </ul>
<p><b>2 Minutes: Independently</b></p>	<ul style="list-style-type: none"> <li>• The students then take <b>two minutes</b> silently to individually process the information and create a one-sentence summary to be placed across the page just below the chunk of notes.</li> <li>• The teacher may choose to have students share out their sentence summary as a way to check for understanding.</li> </ul>
<p><b>Repeat the Process</b></p>	<ul style="list-style-type: none"> <li>• Repeat the process until all information is presented.</li> </ul>
<p><b>Last 5 Minutes of Class: Whole Group</b></p>	<ul style="list-style-type: none"> <li>• Reserve the <b>last five minutes of the period</b> for the students to interact with the teacher.</li> <li>• Students can ask questions to: <ul style="list-style-type: none"> <li>- Resolved unanswered questions</li> <li>- Get clarification about information presented</li> <li>- Sort out misconceptions/gaps</li> </ul> </li> </ul>