Note-Taking Template

Using the **Note-Taking Template** supports students in both determining the central idea or theme of a text and summarizing the key supporting details. Additionally, students are required to take notes, index their ideas, provide details, and use summary strategies to reflect on their overall learning.

Directions:

When working with students to help them take notes more effectively and efficiently while reading or listening, have students:

1. Write on the Skill line the skill: taking notes more effectively and efficiently while reading or listening.

2. Reflect on the importance of learning this skill and the question: Why am I learning this skill?

3. Record their thoughts in the space next to the question.

4. Review the term index. This is the section of the skill builder that includes words or phrases that categorize the information. This will act as the index of the notes.

5. Review the term details. This is the section of the skill builder that includes evidence and note of the reading passage or lecture. Only include key details.

6. Review the term summary. This is the section of the skill builder that includes the most important ideas from the reading passage or lecture. This will answer the question, "So what?" Evidence from the Details section is given here.

7. Reflect on how they will use this skill in other situations and the question: How will I use this skill in the future?

8. Record their thoughts in the space next to the question.

Reciprocal Teaching

Note-Taking Template

Name: _____ **Date:** _____

Skill: _____

Why am I learning this skill?

Index:	Details:

Summary:

How will I use this skill in the future?