EVERY PAGE OF NOTES NEEDS TO HAVE ALL OF THE FOLLOWING:

STEP	Indicators
Step 1: Create Format	• Heading: (Name/Date/Period/Teacher Name) in **INK** • Essential Question
Step 2: Organize Notes	• Main ideas, key words, and phrases recorded • Sufficient space/indentation is used to show relationships between main ideas • Bullets are used to create lists and organize notes • Paraphrasing of notes is evident • **A FULL PAGE**
Step 3: Revise Notes/	• Notes are numbered/lines skipped to indicate a new concept, main idea, or topic • Vocabulary/key terms are (circled) in **red or green** Main ideas are highlighted or <u>underlined</u> • Missing/paraphrased information is added in **red or green**
Step 4: Note Key Idea	• Questions on left are developed to reflect main ideas in notes on the right side -**3 questions minimum** • Questions on left are mostly higher-level **(Costa's Levels 2 and 3)**
Step 6: Link Learning	• Summary reflects the questions/ notes- 5 sentences minimum • Summary addresses all aspects of the essential question and is based on the standard/objective of the lesson
Step 7: Learning Tool	• Information to be used on a test is noted using an asterisk **in Red**