

Common Core Standards Cross Referenced with **Note Taking & Study Skills for High School & College**

Grades 9-12 PA Common Core Academic Standards for Reading in Science and Technical Subjects

Integration of Knowledge and Ideas

CC.3.5.9-10.I

Compare and contrast findings presented in a text to those from other sources, noting when the findings support or contradict previous explanations or accounts.

CC.3.5.11-12.I

Synthesize information from a range of sources into a coherent understanding of a process, phenomenon, or concept, resolving conflicting information when possible.

Application

The student will conduct research on several colleges and universities and what is required for admission, with the purpose of systematically narrowing down their choice to one or two colleges.

Grades 9-12 PA Common Core Academic Standards for Writing in Science and Technical Subjects

Production and Distribution of Writing

CC.3.6.9-10.C, CC.3.6.11-12.C

Produce a clear and coherent writing in which the development, organization, and style are appropriate to task, purpose and audience.

Application

After completing research on multiple colleges and universities, the student will write a 500 word paper on their choice of schools, including several reasons for this choice.

TRANSFER TASK:

1. College lecture—includes proper note taking skills using notehand, and organizing material for recall.
2. Final Exam—includes brief forms, abbreviations, vocabulary and transcription.

CURRICULUM MAP

Course/Subject: Note Taking & Study Skills for H.S. & College

Grades: 9-12

Essential Questions:

- **How can speedwriting skills help me in college and my future employment?**
- **How can I prepare for college and the workforce?**
- **How can I get better grades in high school and college?**

Enduring Understandings:

- **Active listening skills are needed for success in school and in the workplace.**
- **Listening and active note-taking skills are critical for learning and communicating.**

Assessment:

- **Assessments used before, during and after instruction: diagnostic, benchmark, formative, summative.**

CURRICULUM MAP

Course/ Subject: Note Taking & Study Skills for H.S. & College

Grade: 10-12

Month: September/October/November

Content	Skills	Assessment
<p>Course Setup Procedures</p> <p>Three Principles of Speedwriting</p> <ul style="list-style-type: none"> • Write what you hear (f r e = free) • Leave out medial vowels (b l d = build) • Write vowels if first or last sound (e z e = easy, o f s = office) <p>c for K sound (c c = cake)</p> <p>C for Ch sound (C c = check)</p> <p>⌈ For m (</p> <p>⌋ For w (</p> <p>- or = for ing, ings (s v = savings, p a = paying)</p> <p>Punctuation marks</p> <p>Review College search and application procedures</p>	<p>Introduce and/or review procedures</p> <ul style="list-style-type: none"> ○ Fill out forms ○ Classroom rules ○ Manual folder setup (WIP file etc) <p>Read/Write:</p> <ul style="list-style-type: none"> • Brief forms lessons 1 & 2 • Abbreviations lesson 2 • Vocabulary/sentences lessons 1 & 2 • Word Development • Word Construction <p>Proper use of steno, pen</p> <p>Streamline letters</p> <p>Proper proportion of letters</p> <p>Read back own writing</p> <p>Search for colleges online, set up college board account (collegeboard.com)</p> <p>Research size, location, cost, majors—compare state schools to private schools (passhe.edu)</p>	<p>Lesson 1 Worksheet</p> <p>Lesson 2 Worksheet</p> <p>Quiz Lessons 1 & 2</p> <p>Q & A</p> <p>Create a report on findings, possible class presentation</p>
<p>Standards: PA BCIT—15.2.12.E, 15.2.12.F, 15.2.12.G, 15.2.12.J, 15.3.12.C, 15.3.12.E, 15.3.12.I, 15.4.12.A</p> <p>COMMON CORE-CC.3.5.9-12.D, CC.3.6.9-12.C, CC.3.6.9-12.D, CC.1.5.9-12.C</p>		

CURRICULUM MAP

Course/ Subject: Note Taking & Study Skills for H.S & College

Grade: 10-12

Month: December/January

Content	Skills	Assessment
<p>m for m-m or m-n blend (rmb r)</p> <p>m for endings; mind, ment, mend, mand (r m)</p> <p>N for 'ent' sound (a j N)</p> <p>s = "ish" (f n s = finish)</p> <p>A = Ad or Al blend beginning of word (A v z = advise, A s o = also)</p> <p>n = initial sound en or in (n j n = engine)</p> <p>Salutations Complimentary closings</p> <p>Dragon Naturally Speaking Unit</p> <p>Message Hunt 1 (Winter Break)</p>	<p>Read/Write:</p> <ul style="list-style-type: none"> Brief forms lesson 4 Abbreviations lesson 4 Vocabulary/paragraphs lessons 3 & 4 Word Development Word Construction Brief Form Development <p>Proper use of steno, pen Streamline letters Proper proportion of letters Read back own writing</p> <p>Learn to use voice software to create, correct and format documents. Voice reports, resumes, letters and learn to correct/format with voice commands.</p> <p>Retrieve speedwriting messages throughout school, transcribe and turn in as a group</p>	<p>Lesson 3 Worksheet Lesson 4 Worksheet Read back own writing aloud Quiz Lessons 3 & 4 Q & A</p> <p>Observation Printed practice lessons Printed/formatting documents</p> <p>Message Hunt Transcription/completion</p>
<p>Standards: PA BCIT—15.2.12.J, 15.2.12.L, 15.3.12.I, 15.3.12.M, 15.4.12.A COMMON CORE—CC.3.5.9-12.D, CC.3.6.9-12.C, CC.3.6.9-12.D, CC.1.5.9-12.C</p>		

CURRICULUM MAP

Course/ Subject: Note Taking & Study Skills for H.S. & College

Grade: 10-12

Month: February/March

Content	Skills	Assessment
<p>Salutations Punctuation Symbols</p> <p>o for “ow” sound (a l o = allow)</p> <p>S for cer, cir, ser, sur beginnings (S t n)</p> <p>- past tense of any verb (u z - = used)</p> <p>Figures to indicate cardinal numbers (n e l = anyone, 12 g r l s = 12 girls)</p> <p>Salutations Punctuation Symbols</p> <p>o for “ow” sound (a l o = allow)</p> <p>S for cer, cir, ser, sur beginnings (S t n)</p> <p>- past tense of any verb (u z - = used)</p> <p>Create Resume for College and future employment</p>	<p>Read/Write:</p> <ul style="list-style-type: none"> • Brief forms lesson 6 • Abbreviations lesson 6 • Vocabulary/paragraphs lessons 5, 6 • Word Development • Word Construction • Brief Form Development • Abbreviated Word Development <p>Streamline letters Proper proportion of letters Read back own writing</p> <p>Using word template, create a working resume for employment/scholarships. Use samples and careerzonenyny.gov to create two different resumes with references.</p>	<p>Lesson 5 Worksheet Lesson 6 Worksheet Quiz on Lessons 5/6 Read back own writing aloud Q & A</p> <p>Grade printout of resume, after teacher suggested corrections are made</p>
Standards: COMMON CORE —CC.3.5.9-12.D, CC.3.6.9-12.C, CC.3.6.9-12.D, CC.1.5.9-12.C		

CURRICULUM MAP

Course/ Subject: Note Taking & Study Skills for H.S. & College

Grade: 10-12

Month: April/May

Content	Skills	Assessment
<p>Message Hunt 2 (Easter Break)</p> <p>Lesson 7—Review, Lesson 8 & 9</p> <p>t = ith or th sound (grt = growth, hlt = health)</p> <p>l = word ending ly or ily (yr1 = yearly, rpd1 = rapidly)</p> <p>D = word beginning Dis (Dpla = display, Dlc = dislike)</p> <p>M = word beginning Mis (Mt c = mistake, Mft = misfit)</p> <p>Retain beginning and ending vowels when building compound words.</p> <p>hdac = headache</p> <p>tnaj = teenage</p> <p>sesd = seaside</p> <p>Retain first and final root-word vowel when adding prefixes or suffixes.</p> <p>pam = payment</p> <p>Dapr = disappear</p>	<p>Retrieve speedwriting messages throughout school, transcribe and turn in as a group</p> <p>Read/Write:</p> <ul style="list-style-type: none"> • Vocabulary/paragraphs lessons 8,9 • Word Development 8,9 • Word Construction 8,9 • Brief Forms/Abbreviations 9 • Brief Form Development 8,9 • Abbreviated Word Development 8,9 <p>Streamline letters</p> <p>Proper proportion of letters</p> <p>Read back own writing</p>	<p>Message Hunt Transcription/completion</p> <p>Worksheets Lesson 8,9</p> <p>Read back own writing</p> <p>Q & A</p> <p>Steno book check</p> <p>Quiz Lesson 8/9</p>
<p>Standards: PA BCIT—15.3.12.I, 15.3.12.J</p> <p>COMMON CORE—CC.3.5.9-12.D, CC.3.6.9-12.C, CC.3.6.9-12.D, CC.1.5.9-12.C</p>		

CURRICULUM MAP

Course/ Subject: Note Taking & Study Skills for H.S. & College

Grade: 10-12

Month: May/June

Content	Skills	Assessment
<p>Study Skills & Test Taking Unit from Text book/Bloomsburg U packet</p> <p>Safari Montage Videos on:</p> <ul style="list-style-type: none"> • Study Skills • Effective Notetaking • Preparing for Tests • Test Anxiety 	<p>Practice and apply the following skills:</p> <ul style="list-style-type: none"> • What is studying • Your study environment • Paraphrasing/notetaking • Listening/making notetaking decisions • Outlining student notes • Listening for notetaking • Determining what's worth noting • Taking textbook notes • Taking notes from required readings • Memory techniques • Preparing for objective and essay tests • Test taking tips 	<p>Quiz on study skills/test taking tips Q & A</p> <p>Worksheets on videos</p>
Note Taking Practice	Listen to College lecture, taking notes in speedwriting (important facts)	Grade College Lecture worksheets
Review for Final	Review note taking system, college unit, voice recognition, resumes, note taking skills, test taking skills.	Final Exam (2 class periods)
Standards: COMMON CORE —CC.3.5.9-12.D, CC.3.6.9-12.C, CC.3.6.9-12.D, CC.1.5.9-12.C		

CURRICULUM MAP

Course/ Subject: Note Taking & Study Skills for H.S. & College

Grade: 10-12

Month: IF TIME

Content	Skills	Assessment
<p>Lesson 10-14</p> <p>P for word beginnings per, pur, pre, pro, prah</p> <p>Psn = person</p> <p>PCs = purchase</p> <p>Pvu = Preview</p> <p>Pfr = prefer</p> <p>Pvd = provide</p> <p>Ppr = proper</p> <p>y = “oi” sound</p> <p>by = boy</p> <p>Cys = choice</p> <p>any = annoy</p> <p>Months of the year</p> <p>Brief forms</p> <p>Abbreviations</p> <p>For words ending in a long vowel + t, (ate, ete, ite, ote, ute/oot), omit the t and write the vowel</p> <p>ra = rate</p> <p>gre = greet</p> <p>ri = right</p> <p>ro = wrote</p> <p>cu = cute</p>	<p>Read/Write:</p> <ul style="list-style-type: none"> Brief forms lesson 10-13 Abbreviations lesson 10-13 Vocabulary/paragraphs lessons 10-13 Word Development 10-13 Word Construction 10-13 Brief Form Development 10-13 Abbreviated Word Development 10-13 <p>Streamline letters</p> <p>Proper proportion of letters</p> <p>Read back own writing</p>	<p>Worksheet Lesson 10-13</p> <p>Review Worksheet Lessons 10-13</p> <p>Read back own writing aloud</p> <p>Quiz Lessons 10/11</p> <p>Quiz 12/13</p> <p>Q & A</p> <p>Notes check</p>
<p>Standards: PA BCIT—15.3.12.J</p> <p>COMMON CORE—CC.3.5.9-12.D, CC.3.6.9-12.C, CC.3.6.9-12.D, CC.1.5.9-12.C</p>		

CURRICULUM MAP

Course/ Subject: Note Taking & Study Skills for H.S. & College
Month: IF TIME

Grade: 10-12

Content	Skills	Assessment
<p>Write a for the word beginning an.</p> <p>a s r = answer a t s p a = anticipate</p> <p>Write q for the medial or final sound of any vowel + nk (ank, enk, ink, onk, unk)</p> <p>b q = bank l q t = length l q = link t q = think, thunk</p> <p>Abbreviations Brief Forms Phrasing—introduce Writing contractions</p> <p>Create and play Note taking Games for Reinforcement/Review</p>	<p>Create games for lessons 1-14 to be played by class as review/reinforcement</p>	
<p>Standards: PA BCIT—15.3.12.J COMMON CORE—CC.3.5.9-12.D, CC.3.6.9-12.C, CC.3.6.9-12.D, CC.1.5.9-12.C</p>		

Strand	Standard No.	Standard
PA BCIT		
Career Management	15.2.12.E	Compare and contrast career interests with post-secondary opportunities
Career Management	15.2.12.F	Evaluate various methods for financing a post-secondary education
Career Management	15.2.12.G	Analyze and complete an application in a focused and effective manner.
Career Management	15.2.12.J	Analyze career goals based on, but not limited to, interest, lifestyle, skills, and values in order to transition from high school.
Career Management	15.2.12.L	Analyze how personal qualities and behavior apply in the workplace.
Communication	15.3.12.C	Create a research project based upon defined parameters.
Communication	15.3.12.E	Evaluate chosen print and electronic resources for advanced research.
Communication	15.3.12.I	Synthesize information gathered from multiple sources.
Communication	15.3.12.J	Apply strategies to overcome barriers to active listening.
Communication	15.3.12.M	Critique etiquette skills for building and maintaining a professional image.
Computer and Information Technology	15.4.12.A	Apply the creative and productive use of emerging technologies for educational and personal success.
COMMON CORE		
Speaking and Listening	CC.1.5.9-12.C	Integrate multiple sources of information presented in diverse media or formats evaluating the credibility and accuracy of each source.
Reading Informational Text	CC.3.5.9-12.D	Determine the meaning of symbols, key terms, and other domain specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9-12 texts and topics.
Reading Informational Text	CC.3.6.9-12.C	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose and audience.
Reading Informational Text	CC.3.6.9-12.D	Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.