

## Common Types of Notes

KCQ Notes	Summary Notes
<ul style="list-style-type: none"> <li>• Three boxes drawn on bottom of paper               <ul style="list-style-type: none"> <li>○ Key terms</li> <li>○ Connections</li> <li>○ Questions (two questions)</li> </ul> </li> <li>• Note section is your choice of style</li> <li>• Notes must contain at least three colors in addition to pen/pencil</li> </ul>	<ul style="list-style-type: none"> <li>• One long box drawn on bottom of paper               <ul style="list-style-type: none"> <li>○ Five lines of binder paper</li> <li>○ Full sentences</li> <li>○ Summarize the CONTENT of notes</li> <li>○ Third person</li> </ul> </li> <li>• Note section is your choice of style</li> <li>• Notes must contain at least three colors in addition to pen/pencil</li> </ul>
Add To It Notes	Research Notes
<ul style="list-style-type: none"> <li>• You will go over a source of information on your own without the teacher               <ul style="list-style-type: none"> <li>○ PowerPoint, video, book, etc</li> <li>○ Take notes ONLY in blue/black pen or pencil</li> <li>○ Leave space to add to your notes later in class</li> </ul> </li> <li>• In class the teacher will go over a more detailed version of the information               <ul style="list-style-type: none"> <li>○ You will take notes in GREEN PEN so the new information stands out</li> </ul> </li> <li>• You will add one or two other colors to your notes to make the information pop</li> </ul>	<ul style="list-style-type: none"> <li>• You will be given a set of topics, key terms, or guiding questions to be glued into your notebook</li> <li>• You will be given sources of information that will relate to the guiding topics given               <ul style="list-style-type: none"> <li>○ Use the information sources and take notes on the material</li> <li>○ The teacher will go over the important aspects of the information at the end</li> </ul> </li> </ul>
Visual Notes	???
<ul style="list-style-type: none"> <li>• Notes taken by drawing pictures/diagrams               <ul style="list-style-type: none"> <li>○ Labeling is ok</li> <li>○ Must contain at least three colors in addition to pen/pencil</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Occasionally notes will be done in a style not mentioned here because it best suits the information.               <ul style="list-style-type: none"> <li>○ You will be given instructions on how to set up the page during class</li> </ul> </li> </ul>
Important Information	
<ul style="list-style-type: none"> <li>• All right hand pages must have targets on them – at the top of the page in red pen</li> <li>• If you are absent for a day of notes you must make them up using the class website. You get one day for every day you were gone.</li> <li>• All notes must be legible or they cannot be scored</li> <li>• All notes are required – they are not optional!</li> <li>• Notes are typically scored on a 0-3 or 0-5 scale</li> <li>• Notes may be graded in class immediately following the note taking session, the next day, a few days later, or during a notebook check</li> <li>• Notes may be graded for a completion credit and then graded later for quality. Typically they are graded the next day in class for completion, and then are graded again for quality during a notebook check</li> <li>• If you do not finish your notes and therefore get a low score when they are graded, please go home and finish them! They may be graded again later down the road and you can earn full credit for that grade even if you earned a zero or low score for an earlier grade.</li> </ul>	