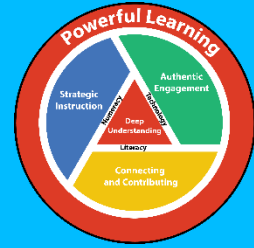




## Instructional Tools: **Summarizing and Note Taking**



### WHAT IS IT?

- Capturing, organizing, and reflecting on important facts, concepts, ideas, and processes that will need to be accessed at a later time.
- Note Taking and Summarizing require students to distill information into a parsimonious and synthesized form.

### WHY USE THIS STRATEGY?

- When students summarize, they must sort, select, and combine information which can lead to **increased comprehension**.
- Summarizing and note taking help students **deepen their understanding** of information because these strategies involve **higher-order thinking skills**.
- Students must **analyze information** at a deep level as they decide which information to keep, which to delete, and which to replace with more general terms.
- “a group who doodled during a monitoring task recalled 29 percent more information than the non-doodlers” (Andrade, 2009)
- Students who took handwritten notes did **significantly better on factual recall and conceptual learning** test than students who took notes by transcribing the lecture on their laptops (Herbert, 2014)
- Visuals during meetings create more ideas, creates better ideas, and increase recall (Averett, 2014)
- The brain processes visuals 60,000 times faster than text (Semetko & Scammell, 2012)
- John Hattie’s research has found Note Taking (0.51) and Summarization (0.74) to have effect sizes beyond typical influences, and they have the potential to considerably accelerate student achievement

### HOW TO USE IT:

- Allow students to interact with both low and high quality summaries to allow them to become familiar with meaningful note taking. Model to students the process of note taking

### RESOURCES & LINKS

- 6 Tools (Classroom That Works-IMC)
  - AWESOME/MOM Summaries
  - 4-2-1 Summarize
  - Reciprocal Teaching
  - Three Ways of Webbing
  - Window Notes
  - Review and Revise

- Give students strategies like **MOM**
  - (M=main points covered)
  - (O=Ordered/Organized)
  - (M=my own words) to use as checklists to self/peer assess summaries.
- Use notes in a meaningful way that contributes to the overall learning goal/outcomes. Summaries/note taking should be a tool used frequently and therefore developed as a way for students to not only recall, but also to interact with the information they record.
- Use notes/summaries as an organic platform to show the progression of learning. Notes should be reflected upon, added to and revised.
- Notes/summaries can be used for gathering information from stories, interviews, text, videos, skits, hands-on activities, personal experiences, posters, presentations etc...

#### Web Tools

- [Popplet](#)
- [Lucidchart](#)
- [Tagxedo](#)
- [Wordle](#)
- [Wakelet](#)
- [Sketchnotearmy](#)

#### Videos

- [An Introduction To Visual Note-Taking](#)
- [How To Take Cornell Notes Properly](#)
- [Main Idea | Summarising | Reading Strategies](#)
- [Teaching Strategies for Using Summarizing for Comprehension : Reading Lessons](#)
- [How to Take Great Notes](#)

[Note-taking: A Research Roundup](#)