

Guidelines for Right-Side Activities

Most important activity is **note-taking** during lecture, class discussion, small-group discussion, and seminar. Note-taking is essentially a listening and writing activity, please keep that in mind and check out my website for tips on how to listen.

I will do my best to guide you, but you are ultimately responsible for acquiring and developing this skill. Some basic tips:

- Include the daily objective and/or agenda
- Do not assume the teacher will write everything you need to know on the board, remember: listen and write.
- Use/draw visual devices, e.g. graphic organizers and diagrams, in your notes.
- Use white space and geometric figures (e.g. boxes, circles) around texts for better visual organization of information.
- Revisit, review, and summarize your daily notes as soon after class as possible.
- Write down questions posed by the teacher and your classmates, attributing each to the person who poses it.
- Outline or enumerate ideas in relation to one another when appropriate.
- Develop a system of personalized system of notation, including abbreviations and symbols, and use it consistently throughout your notes.
- Make notations in the left margin of the page. You may refer to the chart below for a few suggested abbreviations and symbols but make sure to and refine this list to fit your needs.
- Remember to include page numbers for the passages and quotations from the literature we study that are discussed in class.

?	Question posed in class	☆	Particularly important information
!	Surprising or intriguing information	EG	"For example"
REF	Reference to the text, including page	V	Vocabulary
CF	Cross Reference	APP	Application to "real life" or other context
IE	"That is," renaming, in other words	META	Metacognitive strategy
PARA	Paraphrase	DISC	Any notes from Discussion
Ana	Analogy	QW	QuickWrite
HW	Homework	LN	Lecture Notes

Guidelines for Right-Side Activities Guidelines for Left-Side Activities

Left-side activities are active, personal, creative, and self-directed. Thus, the left-side of the notebook can feature a wide variety of activities. Perhaps most important among these activities require you to

1. Articulate thoughts and Reflect regularly
2. Ask and Answer your own questions
3. Evaluate, Analyze, and Apply ideas
4. Summarize (whenever the teacher has not explicitly asked you to...)

General Tips

1. Be organized and professional
2. Use color systematically
3. Reflect (left-side) on your performance on graded assessments
4. Avoid sloppy, superficial work.
5. Revisit the rubric regularly to reflect on your own progress
6. Never leave a left-side blank

PLEASE NOTE: All documents related to the Interactive Notebook were originally created by and are credited to Joseph Hill, English teacher at Carlmont High School in Belmont, CA. The documents have been modified and adapted for the purposes of this course.