**How to make effective notes**

**Clarify the following:**

|  |  |  |
| --- | --- | --- |
| Learning objective of notes | Background/ big picture | Length of notes |
| Content of notes | Layout of notes | Success criteria of notes |

**RAG of note taking methods:**

**Green: I am going to use this it will help me to learn my notes**

**Amber: I am going to experiment with this because it might help me to learn my notes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Key words | Bullet points | Charts | Tables | Numbering | Lists |
| Diagrams | Labels | Grids | Mind maps | Clustering | Headings |
| Glossaries | Size of Writing | Spider diagrams | Pyramids | Underlining | Highlighting |
| Bold | Italics | Colour coding | Flow Charts | Boxes | Keys |
| Space | Fonts | Colour | Time lines | Bubbles | Venn Diagrams |

**Teacher Feedback**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Quality BELOW expected grade | Quality AT expected grade | Quality ABOVE expected grade |
| Your information is **relevant** to the task set |  |  |  |
| Your information is **complete**, covering all the task set |  |  |  |
| Your information has the appropriate **depth and detail** |  |  |  |
| Your information is appropriately **summarised** – not too much/ not too little |  |  |  |
| Your information is presented in a learner-friendly way using good **note-taking** methods |  |  |  |

**What strategies am I going to take to learn my notes and the sheets?**