



## Micro-Unit and Structure Tasks

### NOTE-TAKING TEMPLATES

#### WHAT ARE THEY?

Note-taking templates are used to aid students in their search to find meaning through text in both content and remedial classes. They can be any variety of pictures, text, and fill-in spaces. Furthermore, note-taking templates come in all formats. Teachers can design note-taking templates to fit the needs of most students and classes.

#### HOW ARE THEY HELPFUL?

By helping students streamline their attention, note-taking templates help students outline the important information. In most cases, the templates have blank spaces for students to fill in desired information. The length and complexity of those spaces depends on the teacher's requirements and expectations for that assignment.

#### HOW DO THEY FIT WITH **GET THE GIST?**

The information that students are asked to record and fill-in on note-taking templates is typically the most relevant and important details. Therefore, the nature of the templates is that they provide a forum for students to be aware of and access the information that they should be responsible for knowing. If students are required to fill in the blank lines with material from a lecture, those blanks should contain relevant and important information. Additionally, teachers can always add a brief end section that asks students to either summarize the information from their notes and/or record the most important few details from those notes. This would further allow students to really ensure that they are "getting the gist."

#### HOW ARE THEY CREATED?

Note-taking templates can be created in several ways. Teachers can generate generic outlines that contain areas for general information such as title, author, pages, and so on. These types of templates can also contain spaces for applying active reading strategies or outline the steps in another process for students to fill in based on the information. This idea works for note-taking via research and writing as well: a general outline will serve for varying assignments and classes.

Another way teachers can use note-taking templates is as an outline containing specific information. For instance, a template that explores the figurative language used in a specific



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novel. In order to create this kind of template, the teacher must preview the material and determine what s/he thinks the students should get from the material and thus create a template that highlights that information.

### **HOW DOES THIS MICRO-UNIT AND STRUCTURE TASKS?**

When creating a note-taking template, teachers can determine the level of support and structure provided for any given student. Some templates require students to fill in random blanks while others ask a student to form an opinion based on their notes. Moreover, some templates can include visual accompaniments for the more visual learner. Each template can be structured differently therefore asking students to complete an assignment at their level of independence.