West Middle School



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West Middle School Focused Note-Taking



Number the notes for each new concept or main idea.



Circle vocabulary / key terms / important dates

Main Idea

Highlight or underline main ideas

Fill in gaps or missing information

Reword/Rephrase in red

Unimportant

Cross out unimportant information by drawing a line through it

	Identify points of confusion to clarify by asking a partner or teacher
	Identify information to be used on a quiz, test, essay, etc.
Visual/Symbol	Create a visual/symbol to represent important information to be remembered
Writing in the margins	Thinking or making connections/ making conne





