

Lesson Plan

Two Column Notes

1	Subject <ul style="list-style-type: none">• Literacy Development• Learning How to Learn						
2	Unit <p>Various – to be used when reading informational text</p>						
3	Overview <p>Two Column Notes is a note-taking strategy that reinforces the skills of questioning, clarifying, and summarizing. It works well when used in conjunction with other reading strategies like ZAP or Reciprocal Reading, but is also a strong stand-alone strategy. Students use the right hand column for their notes (either self-generated or copied) and write corresponding questions in the left column.</p> <p>As a study and review tool, the left column provides prompts for students to check their understanding and retention of learned material by keeping the right column covered.</p> <p>This strategy works well with coil bound notebooks where the coil acts as the division between the two columns.</p>						
4	Materials <p><input checked="" type="checkbox"/> Learning Materials: informational text, notebooks or paper folded in half (lengthwise)</p>						
5	Learning Objectives <ul style="list-style-type: none">• Students are engaged in the note-taking process• Skills of questioning, clarifying, and summarizing are reinforced• Students create notes specific to their needs and prior knowledge base• Students review and re-engage in notes that have been copied						
6	Types of Activities – could be used within a variety of activities <table><tr><td><input checked="" type="checkbox"/> Explicit Instruction</td><td><input checked="" type="checkbox"/> Brainstorming</td><td><input checked="" type="checkbox"/> Small Group Activity</td></tr><tr><td><input checked="" type="checkbox"/> Discussion</td><td><input checked="" type="checkbox"/> Lecture</td><td><input checked="" type="checkbox"/> Whole Group Activity</td></tr></table>	<input checked="" type="checkbox"/> Explicit Instruction	<input checked="" type="checkbox"/> Brainstorming	<input checked="" type="checkbox"/> Small Group Activity	<input checked="" type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Lecture	<input checked="" type="checkbox"/> Whole Group Activity
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7 Teaching and Learning Activities – Step by Step

A Activities

With Class Notes –

- 1) students copy notes as directed by teacher onto the right hand column of a page or the right hand page of a notebook
- 2) the left column (or *previous* page in a coiled notebook) is left blank
- 3) as a class, re-read each section of notes and discuss appropriate questions – the questions must be *answered* by the notes (not an extension of the notes)
- 4) good, specific questions are written in the left column (or *previous*, facing page in a notebook), in line with the notes that answer the question

While Reading (or Reciprocal Reading) –

- 1) while reading, students write questions that are generated from questioning and clarifying in the left hand column of notes (or left side of coiled notebook)
- 2) space is left between questions to ensure that questions and answers are in line
- 3) after reading is complete, or at appropriate spots in longer readings, students re-read their questions and summarize the text into answers in the right hand column.

To Review / Study –

- 1) students flip over right column / page so that it can't be seen
- 2) read questions as prompts to check their own understanding and retention
- 3) refer to notes to continue reviewing

8 Assessment (Describe if checked and attach if applicable.)

- Quizzes and Tests: based on the content material
- Teacher Observations: student effort and participation during strategy, student retention of material
- Portfolio: student reflections on strategy

9 Reflection: What Worked and Why

- Strategy ensures that notes have been reviewed at least once
- Even classroom notes become personalized
- Format is simple and left columns have considerable amounts of white space which makes reviewing and studying less overwhelming for students
- Study and review preparation is done at time of note-taking, making it more likely for actual review to take place when needed
- Literacy students need concrete ways to manage the daunting task of taking notes – this simple strategy transfers easily into a regular notebook or loose-leaf paper / binder system

10 Tips for Teachers

- students must be guided and given sufficient practice time to write appropriate, specific questions.
- Make this the standard note-taking format
- Encourage students to engage in their notes with diagrams, webs, etc.