

Scoring: 2 = Present & Correct; 1 = Present, can be improved; 0 = not recognizable or not present

Listening and Note-taking Strategy Implementation Checklist			
Teacher Behavior	Rating	Student Behavior	Notes
1. Read the manual, prepare notes, short lecture and folders for students.			
2. Introduce <i>Listening and Note-taking</i> by asking about current approach.		Listen, and answer questions	
3. State purpose of the strategy and lesson.		Listen, discuss new ideas, think about strategy, participate	
4. State your expectations for and belief in students (participate, take notes, etc.)		Acknowledge and get ready; store materials at end of instruction.	
Lesson 1: Notice Introduction and Observe Clues - Describe, Model Practice, Generalization			
1. Purpose and advance organizer: overview of NOTeS – learn N & O steps.		Attend, answer questions, take notes	
2. Describe: <i>Notice the Introduction</i> Current classes?		Participate, take notes, answer questions.	
3. Describe: Introduce <i>Observe Cues</i> . Define cues and discuss variances in classes. Mannerism, Organizational, Emphasis, and Summarizing cues		Engage in discussion, take notes, contribute to discussion respectfully.	
4. Practice using Humor Lecture, conduct guided practice, circulate to support		Record cues only. [80% mastery]	
5. Generalization: Provide 5-10 minute lecture for your content. Review correct answers and discuss.		Record cues only. [80% mastery]	
6. Post Organizer – review lesson, answer questions. Address metacognitive moment.		Attend, answer questions	
Lesson 2: Transform the Information - Describe, Model Practice, Generalization			
1. Advance Organizer – review previous lesson, steps and cues		Attend, answer questions	
2. State purpose: learn to take most important notes quickly and expectatons		Listen, think, apply, participate	
3. Describe: Transform the Information, changing to key words, symbols, abbreviations (texting analogy)		Listen, think, apply, participate	
4. Describe: key words, omitting small words, synonyms, line out			
5. Describe: abbreviations & symbols			
6. Practice: read statements p. 24 & 25			
7. Generalization Practice: Provide 5-10 minute lecture for your content. Review correct answers and discuss.		Record cues and write key info. [80% mastery]	
8. Post Organizer – review lesson, answer questions. Address metacognitive moment.		Attend, answer questions – engage in extend learning activities	

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Lesson 3: Sort Main Ideas and Details - Describe, Model Practice, Generalization			
Teacher Behavior	Rating	Student Behavior	Notes
1. Advance Organizer – review previous lessons: steps, cues, key words, cross out mistakes, abbreviations, symbols, synonyms		Listen, think, apply, participate	
2. State purpose: learn the ‘T’ method for useful notes and expectations		Listen, think, apply, participate	
3. Describe & Model: Draw the lopsided ‘T’ with title/topic and date.		Participate, listen, think, record	
4. Model how to use organizational cues & Practice recording topics		Identify lecture topics from other classes	
5. Describe & Model: Writing Main Ideas		Participate, listen, think, record	
6. Describe & Model: Writing Details		Participate, listen, think, record	
7. Practice: use Humor lecture again Check example notes with class.		Participate, listen, think, & record [1 pt. for each main idea and detail.	
8. Generalization Practice: Provide 5-10 minute lecture for your content. Review correct answers and discuss.		Participate, listen, think, record, and discuss responses. [80% mastery]	
9. Post Organizer – review lesson, answer questions. Address metacognitive moment.		Listen, think, participate, discuss options for storing notes. Extend learning activities	
Lesson 4: GRADE Strategy- Describe, Model Practice, Generalization			
1. Advance Organizer: review previous lessons – cues, taking notes quickly, using ‘T’, application elsewhere?		Listen, think, apply, participate, offer ideas	
2. State purpose: learn how to use the five steps of strategy; discuss where and when to study, cramming		Listen, share current habits and how they are working	
3. Describe & Practice <i>Gathering missing information</i> - how to get it		Listen, think, apply, participate, offer ideas.	
4. Describe, Model & Practice: <i>Reread & Highlight</i> – read notes, highlight test worthy info		Listen, think, practice, offer ideas	
5. Describe, Model & Practice: <i>Ask yourself questions</i> – use Weather notes.		Listen, think, practice, offer ideas	
6. Describe, Model & Practice: <i>Draw a Diagram</i> descriptive, sequential, compare & contrast		Listen, think, practice, offer ideas	
7. Describe, Model & Practice: <i>Encourage Yourself</i> positive affirmations		Listen, think, practice, offer ideas	
8. Generalization Practice: Provide 5-10 minute lecture for your content. Review correct answers and discuss.		Participate, listen, think, record, offer ideas	
9. Post Organizer – wrap up strategy; review lesson, answer questions. Address metacognitive moment.		Participate, listen, think, record, offer ideas, discuss where will apply. Share implementation	