FOCUSED NOTES	Topic:		Name:
PIEDMONT TECHNICAL COLLEGE	Objective/Note-Taking Purpose:		Class:
PTC – Cornell			
Note Template			Date:
			Instructor:
Essential Question: What do you need to learn about the topic above? StudentsIf the instructor does not tell you, ASK! InstructorsTell the student what you want them to know about the topic – most important/essential information Ideas - You can complete this box for students ahead of time and hand it out, create your own notebook and put in D2L, for each lecture, student can print out, give access to fillable version of Focused Notes.			
Questions/Connections:		Notes:	
Leave this space blank for adding questions and ideas in the Connecting		Take notes in this section using whatever method you prefer: outline, webbing, bullets, charts, diagrams, or a combination.	
Thinking phase.			
Draw pictures to illustrate connections, learning, etc.		Leave space for additions and revisions.	
About 1/3 of the page			

Summary Reflection:

Add a space for a summary at the end of your notes. When taking notes on paper, you might want to wait to designate this area on your paper until you finish taking the notes, so you do not run out of space for note taking.