

English 1301

In-Class Notes Assignment –Extra Credit

You will turn in notes for each day of class lecture/discussion. You also will do class notes for readings on any days we have conferences.

If you qualify for a note-take through CSD, you need to take what notes you can during class/class videos and as you read, then you need to highlight or annotated the notes from the CSD notetaker.

How to Take Notes in a Skills Class

Any writing class, much like math or reading, is a skills class. Instead of learning facts and dates, you are learning *how to do something*. As such, taking notes in a skills class requires you to focus not on basic facts, but *what to do* and *how to do it*. As we go through the course, this is at the heart of our study.

As you take notes, focus on the *what* and *how*. Here are some examples and tips:

- Discussion of assignments/writing:
 - What is required
 - What key things make it stand out
 - What things are not allowed
 - Due dates
 - Processes and steps
 - Examples that stand out
- Sample Essays:
 - Format
 - Key parts/sections
 - Successful techniques
 - Specific wording or elements required
 - Examples that stand out
- Grammar:
 - Basic rules in your own words
 - Tests or rules for checking grammar
 - Examples that stand out
- Other things that stand out as significant
- Anything your teacher repeats
- Keywords and concepts
- Questions you have
- You may find it useful to use the list under "What we'll do in class" on the schedule for the day to guide you, though you should include any other things discussed as well.
- Also, integrate your own style. If drawing lines, arrows, sketches, or other things help you, then do that.

Turning in Your Notes

On Workshop Day for this essay, you will turn in your notes. They should be dated and in order from oldest to most recent

Layout

Put the date in the right-hand corner of your paper and number each page. Other than that, the form and structure is up to you.

Here's an example:

		Your Name
		Notes for 1/21/20
		Pg. 1
• How to take notes for Skills Classes		
<ul style="list-style-type: none">• What to do• What not to do• What things stand out• Sources that help do this		

Grading Standards

Your notes will be graded on completeness (turning in notes for each class day) 50% and thoroughness (capturing major points and details for the day) (50%).

Up to 25 points extra credit will be added to your Essay draft grade.

If you are in a solely online class, want to do this, and can't turn in physical notes to me, then email me about this.