

CALL UP & ANOTES

Czarnecki, E., Poskoa, D., & Fine, F. (1998). How to call up note-taking skills. *Teaching Exceptional Children*, 30(6), 14-19.

These two note-taking strategies are designed to help middle and upper-grade students record key information in lectures so they may study them later. **CALL UP** is a strategy for taking lecture notes, and **ANOTES** is a strategy for revising notes and to help students organize their notes for test preparation. To learn these or other note-taking strategies students first need to be able to tell the difference between main ideas and details. This may need to be taught before going on to either of these note-taking strategies.

CALL UP

Copy

- *Copy* from the board or transparency.
- Be aware that teachers usually write the main ideas on the board or on a transparency – *copy* these.
- Listen and look for cue words or phrases that will identify main ideas and *copy* them down next to the margin and underline them.

Add

- *Add* details.
- Listen and look for details and *add* them to your notes. Write them one inch from the margin with a line (-) in front of the detail.

Listen

- *Listen* to the question that the teacher asks and that students ask and write it down if it helps your understanding. Put a “Q” in front of the question to signal that it is a question. Indent this, just like the details, under the main idea.

Listen

- *Listen* to the answer to the question and write it down. Put an “A” in front of the answer to signal that it is an answer. Indent this just like the details, under the main idea.
- Continue adding details and questions and answer to the main idea. If the teacher discusses another main idea, skip six lines before writing the next main idea.

These last two steps are to be done at home or in study hall
(on the students own time)

Utilize

- *Utilize* the text
- At home, *utilize* your textbook to help you review and understand the information. Read about the main idea in your textbook.

Put

- *Put* in you own words.
- Put the information in your own words and write these statements in your notes.
- Write your statements under the main idea on the six lines that you skipped in #6.
- Write the page number where you found the information in the book in the margin so you can go back later if needed.

Linking Device to the Strategy

1. Use the CALL UP Note-taking Strategy to help you CALL UP your memory.
2. This strategy also helps you to CALL UP your attention by helping you to be more focused on what is being said in class.

ANOTES

Ask

- *Ask* yourself if you have a date and topic.
- *Ask* yourself, "Do my notes have a date and topic?" To get topic, skim notes for central idea repeated several times or recall what the teacher said this lesson was about that are in the text.

Name

- *Name* the main ideas and details
- *Name* the main ideas in your notes and highlight or underline them.
- Find the details that support these main ideas in your notes.

Observe

- Observe ideas also in text.

- Review notes again to find the ideas that are also in the text. Use text headings, boldface terms, summaries, etc., to find ideas that coordinate with the lecture.

Try

- Try margin noting and use the **SAND** strategy
- Students then use the **SAND** strategy to organize their ideas:
 - **Star** important ideas, especially those that are also in the text.
 - **Arrange** arrows to connect ideas.
 - **Number** key points in order
 - **Devise** abbreviations and write them next to items

Examine

- Examine for omissions or unclear ideas
- To fix up missing or unclear information in notes, use the text or ask a teacher or fellow student for clarification.

Summarize

- Summarize key points.
- Summarize the gist of the lecture in a sentence or two at the bottom of your notes.

Linking Device to the Strategy

You can develop on "A" set of notes using the "A" NOTES strategy.