*E. Pierce* **FINAL PROJECT FOR ACDV 70B**

 **NOTE TAKING**

 (To be presented the last day of class)

**The Assignment: (worth 100 pts. total)**

 Pay careful attention to the various note taking skills that we discuss during class. Shortly after the class has started, you will be placed in a group with 2-3 other students and given a random lecture topic (for example, *Computer Crime*) along with a particular note taking skill (such as *using abbreviations and symbols*) that your group will be focusing on. When you present, your group’s job is to first tell the class the note taking skill that your group is demonstrating and then present the lecture topic (paraphrasing a script that I will provide) while class members take notes that emphasize the particular note taking skill. After paraphrasing a lecture section, **each person** in your group will **write and EXPLAIN** a sample of notes based on his/her portion of the lecture that highlight the particular note taking skill being discussed. This written sample of notes can be done either on the board or in the form of a PowerPoint slide during your presentation. Your classmates can either take their own notes on what you’ve just said in your lecture paraphrase, OR they can copy down what you have written on the board or slide.

**Part I: WHAT EACH GROUP MEMBER MUST PREPARE TO WRITE ON THE BOARD OR POWERPOINT SLIDE (30 pts.)**

 Each group member must first become extremely familiar with his/her portion of the lecture (do this on your own time). Read through it at least 4-5 times or more, looking up the definitions of any unknown words to ensure you know what the passage means and how to pronounce important terminology. Then **practice paraphrasing** the lecture’s main ideas, meaning that you simply explain the major concepts in your own words…this is what you will be saying to the class.

1. After you are very familiar with the content of your lecture part and can comfortably paraphrase it, then write an example of how a student in the audience might take notes on your passage, focusing on whichever note taking skill your group has been given. **Your notes should be only 3-4 lines long. They just represent a snapshot of how part of a set of notes might look for the lecture.**
2. When you have finished presenting your lecture part to the class in your own words, you will then present your sample notes to the class, explaining how your model notes demonstrate the specific note taking skill assigned to your group.

**Part II. GROUP PRESENTATION (40 pts.)**

On the last day of class, we will have the groups present. I’m estimating that each group will require roughly 11-12 minutes total, which means each presenter should try to speak about 2-3 minutes. However, I will not be strict about the time as long as you adequately cover the required information.

Each member of the group will do the following:

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**NOTE TAKING (continued)**

1. As mentioned previously, practice PARAPHRASING your part of the lecture over and over until you feel really comfortable explaining it (pretend you’re teaching a little kid about it). DO NOT READ your lecture script word for word since this can become extremely tedious, not to mention boring, for the audience. Again, rehearse, rehearse, rehearse…in front of the bathroom mirror, in front of friends and relatives, etc. I’ll be able to tell how much you practiced your paraphrase, so give it your best shot!

2. **Right after** you’ve paraphrased the ideas of your lecture portion, present your example of how notes could have been taken based on the mini-lecture you just gave in your own words. **IMPORTANT: These 3-4 lines of notes can be about any part of your lecture, but obviously, they will not cover the entire part of your talk.** Explain how your sample notes target the note taking skill that your group is covering. Go through each line of your notes as you explain. Remember, you have 2 choices as to how to make your notes viewable to the class: (1) write your example on the board OR (2) present 1 PowerPoint slide.

3. At the very end, all students will turn in the notes they take on other groups for **an additional 30 pts.** Ideally, the notes should be taken as each presenter paraphrases lecture information with an effort to practice whatever note taking skill a particular group is highlighting. Once the presenter shows the class the 3-4 line sample of notes that might be taken on that mini-lecture, students in the audience can then compare their notes with the example given. However, as stated earlier, you may just copy down the notes from each presenter and still receive credit for this part of the project.

 The following is a listing of the groups, their lecture topics, and the various note taking skills that each group will be focusing on: (Note: These skills correlate with Lecture 4; please refer to it for clarification and examples.)

Group 1, Unit 1: *The World of Comics*, Note Taking Skill: **Indicating Main Ideas and Supporting Details**

Group 2, Unit 2*: The Keys to Advertising*, Note Taking Skill: **Using Abbreviations and**

 **Symbols**

Group 3, Unit 3: *Computer Crime*, Note Taking Skill: **Including Key Words and Phrases**

Group 4, Unit 5: *The Film Making Process*, Note Taking Skill: **Numbering a Series of**

 **Steps**

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**NOTE TAKING (continued)**

Group 5, Unit 6: *Non-Verbal Communication*, Note Taking Skill: **Using the Cornell**

 **System**

Group 6, Unit 9: *The Biological Clock*, Note Taking Skill: **Using Sketches (Drawings)**

Group 7, Unit 10: *The First Year of Life*, Note Taking Skill: **Making a Chart**

Group 8, Unit 11: *The Disappearance of the Dinosaurs*, Note Taking Skill: **Using**

 **Numbers and Statistics**

**Sample rubric to show how your grade will be determined:**

1. Quality of your presentation \_\_\_\_\_/40 pts.

 clear, audible voice

 natural-sounding paraphrase

 no reading of lecture/ good eye contact

2. Your sample notes (3-4 lines long) \_\_\_\_\_/30 pts.

 demonstrate particular note taking skill assigned

 easy to read (either on board or PowerPoint slide)

3. Your notes taken on other groups \_\_\_\_\_/30 pts.

 effort made to practice each group’s note taking skill

 notes taking for each group

 GRAND TOTAL: \_\_\_\_\_\_/100 pts.

COMMENTS:

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