


Step 5: Exchange Ideas Using the Collaboration Protocol

Directions: Pair up with a partner from a content class. Review your partner's notes and answer the following questions on the left using the symbols in the middle column. Have your partner add any additional information as you go through the list. Check off the box as the task is completed/discussed. Switch roles and repeat this process.

Your Name: _____

Partner's Name: _____

<u>Notes On Right</u> Questions to ask your partner while reviewing his/ her notes	<u>Notes On Right</u> Symbol	<u>Notes On Right</u> Make sure your partner...
<input type="checkbox"/> Are the notes numbered, bulleted, or spaced each time a new idea was introduced?	1, 2, 3.... A, B, C...	1. numbered the notes each time a new concept or main idea
<input type="checkbox"/> What is the key academic vocabulary of this lesson that should be incorporated into the summary? Any additional?		2. circled vocabulary/ key terms in pencil
<input type="checkbox"/> What is the main idea of this lesson that should be incorporated into the summary? Any additional?	<u>Main idea</u>	3. highlighted or underline main ideas in pencil
<input type="checkbox"/> What information is in your notes but not in your partner's notes?	^	4. filled in the gaps of missing information and/ or reworded/ paraphrased in red
<input type="checkbox"/> What information is extraneous and can be crossed out?	Unimportant	5. deleted/ crossed out unimportant information by drawing a line through it with a red pen
<input type="checkbox"/> What is identified as a question? Are you able to clarify this for your partner?	?	6. identified points of confusion to clarify by asking a partner or teacher
<input type="checkbox"/> What information is identified as a possible test or tutorial question? Any additional?	*	7. identified information to be used on a test, essay, for tutorial, etc.
<input type="checkbox"/> What visual representation did your partner use for the main ideas? Any additional?	Visual/symbol	8. created a visual/ symbol to represent important information to be remembered



Step 5: Exchange Ideas Using the Collaboration Protocol (Continued)

What is the essential question for this lesson? Is it written clearly at the top of the notes?

Based on your partner's notes, how would you respond to the essential question? Note key ideas here:

Provide one area of improvement for your partner to focus on in future note-taking.

What has your partner done well in his/ her note-taking? Provide positive comments about the strength of his/ her notes.