Process Notes

READ WRITE
TALK REPRESENT

Name	Date
Topic	Period

READ / LISTEN / OBSERVE

Describe the process by taking notes about:

- What happens/changes
- Where things happen (location)
- Who or what is involved
- How it happens/how it changes
- When things happen (the sequence)

REPRESENT

Explain (visually) the process. Focus on:

- Stages of the process
- Changes during the process
- Patterns within the process
- Cause and effect throughout the process
- Key moments within the process

WRITE: Respond

Discuss the process using the following questions:

- Why causes the events or changes?
- How is this process similar to others?
- How is this process different from others?
- Did you get your expected result?
- What mattered most in the process––and *why*?

WRITE / TALK: Reflect and Review -->

Explore the:

- Implications of the process and results
- Other possible outcomes or applications
- Importance of the process and results
- Alternative explanations of or responses to it
- Process: What happened and why (Summarize)

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