

Literacy Strategy

Verbatim Split Page Procedure (VSPP)

The Verbatim Split Page Procedure (VSPP) is a study strategy that can be developed to further the acquisition, retention, and recall of content information. This literacy strategy provides students with an opportunity to develop their own individual note-taking systems.

The Verbatim Split Page Procedure is a strategy that helps students take notes while listening to a teacher's lecture and organize their notes so that the information will be helpful to them later. The VSPP is a blend of various note-taking systems comprised of recording and organizing notes (Readence, Bean, & Baldwin, 2001).

Recording Notes

1. Students prepare the paper by dividing it with a 60/40 fold. This fold should allow for the left side of the paper to represent 40% of the page and the right side of the page to represent 60% of the page.
2. Students are instructed to jot down their notes on the 40% side during the lecture. Notes should be verbatim and brief or clipped. The notion for the brevity is for the focus to be on actively listening to the lecture.



Organizing Notes

1. Students should be encouraged to expand their notes on the 60% side of the paper in an effort to reorganize the notes for use later.
2. It is helpful if the notes are arranged in an outline format.
3. Students should interpret the notes and put the ideas in their own words. Notes should be expanded to include important lecture information not included in the original notes taken during the lecture.
4. Notes should be written to clarify whole words, phrases, and sentences so that notes are clear for future use.

Using the Verbatim Split Page Procedure to Organize Notes

40% Verbatim Notes	60% Reorganization and Expansion of Notes

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