

Name: _____ Period: _____ Date: _____

Ms. Randall Science Department

Cornell Notes

(This strategy is based on a strategy presented in Pauk, W. (1997). How to study in college (6th ed). Boston:Houghton Mifflin.Learning Toolbox. Steppingstone Technology Grant, James Madison University, MSC 1903, Harrisonburg, VA 22807)

Purpose: To help organize notes.

Directions:

1. Divide the paper into three sections.

- Draw a dark horizontal line about 5 or 6 lines from the bottom. Use a heavy magic marker so that it is clear.
- Draw a dark vertical line about 2 inches from the left side of the paper from the top to the horizontal line.

2. Document

- Write course name, date and topic at the top of each page

3. Write Notes

- The large box to the right is for writing notes.
- Skip a line between ideas and topics
- Don't use complete sentences. Use abbreviations, whenever possible. Develop shorthand of your own, such as using & for the word "and".

4. Review and clarify

- Review the notes as soon as possible after class.
- Pull out main ideas, key points, dates, and people, and write them in the left column.

5. Summarize

- Write a summary of the main ideas in the bottom section.

6. Study your notes

- Reread your notes in the right column.
- Spend most of your time studying the ideas in the left column and the summary at the bottom. These are the most important ideas and will probably include most of the information that will be tested.

Cornell notes that the students take in class from a lecture, or from a textbook, can be easily used to study from for a test. Cornell Notes were developed as a successful note-taking structure/format at Cornell University and was quickly adopted by other law schools. Because they help the brain organize the new learning, they become a great study tool. **Simply cover the notes section, which is on the right and try to answer the question section, which is on the left.**

Name: _____

Subject/topic: _____ Date: _____

A

Main Idea

Key Questions

(After notes are completed)

B

Take notes here:

Key words and ideas

Important dates/people/places

Repeated/stressed information

Ideas/brainstorming written on board

Information from textbook/stories/articles

Diagrams/pictures/drawings

Formulas

C

3-4 sentence summary of your notes in your own words

(To be completed at end of lesson or at home)

Organization of Notes (B)

The notes taken in class are in the largest section of the page seen in the graphic above. You can use a highlighter to help the biggest ideas or those which are more difficult to stand out.

The area on the left is done the first time you review your notes. In this section, write things that can prompt study questions. If the paper is folded along this line, so that then you can only see the questions or main ideas, you can try to remember the information in the notes, that fits with it.

Main Idea Key Questions(A)

There are three levels of questions. Be sure to have at least two of each type in your left hand column. Try to think of questions that the teacher make ask on an exam to check for understanding.

Level One

- Simple Questions.
- Answers are usually found in a book.
- Asks students to recall information.

Level One Key Words:

Complete Recite
Count List
Name Describe
Match Identify
Define Recall
Observe

Level Two

- Enables students to process information.
- Asks students to make sense of the information they have gathered.

Level Two Key Words:

Analyze Contrast
Categorize Infer
Explain Organize
Classify Sequence
Compare

- Most challenging to ask and answer.
- Asks students to go beyond the concepts they have learned and to apply what they have learned.

Level Three Key Words::

Imagine Invent
Plan Judge
Extrapolate Predict
Evaluate Generalize Apply a Principle

Summary section(C)

The bottom section, is for a summary and is done the second time that you looks at the notes. Summarizing is an activity which requires the synthesizing of information which is a higher level thinking skill.

Note taking tips:

Learning to make notes effectively will help you to improve your study and work habits and to remember important information. Often, students are deceived into thinking that because they **understand** everything that is said in class they will therefore remember it. This is dead wrong! Write it down.

As you make notes, you will develop skill in selecting important material and in discarding unimportant material. The secret to developing this skill is practice. Check your results constantly. Strive to improve. Notes enable you to retain important facts and data and to develop an accurate means of arranging necessary information.

Here are some hints on note making.

1. Don't write down everything that you read or hear. Be alert and attentive to the main points. Concentrate on the "meat" of the subject and forget the trimmings.
2. Notes should consist of key words or very short sentences. If a speaker gets sidetracked it is often possible to go back and add further information.
3. Take accurate notes. You should usually use your own words, but try not to change the meaning. If you quote **directly** from an author, quote **correctly**.
4. Think a minute about your material before you start making notes. Don't take notes just to be taking notes! Take notes that will be of real value to you when you look over them at a later date.
5. Have a uniform system of punctuation and abbreviation that will make sense to you. Use a skeleton outline and show importance by indenting. Leave lots of white space for later additions.
6. Omit descriptions and full explanations. Keep your notes short and to the point. Condense your material so you can grasp it rapidly.
7. Don't worry about missing a point.
8. Don't keep notes on oddly shaped pieces of paper. Keep notes in order and in one place.
9. Shortly after making your notes, go back and rework (not redo) your notes by adding extra points and spelling out unclear items. Remember, we forget rapidly. Budget time for this vital step just as you do for the class itself.
10. Review your notes regularly. This is the only way to achieve lasting memory.