

ENGLISH 3-4: NOTE-TAKING PART 1 (CORNELL NOTES)

Subject: _____

Date: _____

Example: Primary Literary Devices

MAIN IDEAS

Record the main ideas here
Main ideas are the “big topics”
that our discussions and lectures
focus on.

Example:

- Character
- Setting
- Plot

DETAILS

Details relate to the main ideas. Details explain the main ideas and help you remember what the main ideas mean. To the greatest extent possible, record details in your own words. By doing so, you are helping yourself learn the concepts and material, and you increase your chances of remembering it!

Example:

- The people in a short story or novel
- The “good guy” is called the protagonist
- The “bad guy” is called the antagonist
- You can get to know the characters by what they look like or how they dress
- By what they say or think
- By what they do or what is done to them
- By what other people say to them, or about them, or think about them

Research indicates that the act of taking notes – of writing down information – helps people process and remember information.

SUMMARY

After EACH class, use this space at the bottom of each page to summarize the notes on that page.

AFTER CLASS:

1. **Summarize.** Briefly summarize what you learned in that day's class. Write at least 2-3 sentences, in your own words, that summarize both your "Main Ideas" and your "Details."
2. **Questions:** As soon after class as possible, formulate questions based on your notes. Writing questions helps to clarify meanings, reveal relationships, establish continuity, and strengthen memory. Also, writing questions makes you aware of what you understood and what you still need clarified – questions to ask the teacher and/or other students!
3. **Recite:** Cover the "Details" column with a sheet of paper. Then, looking at the "Main Ideas" column only, explain aloud, in your own words, the concepts or answer the questions indicated by the main ideas.
4. **Reflect:** Reflect on the material by asking yourself questions, for example: "What's the significance of this information? How can I apply this information? How does this information fit in with what I already know?"
5. **Review:** Spend at least ten minutes every week reviewing all your previous notes. If you do, you'll retain a great deal for current use, as well as for the exam.

I WILL CHECK YOUR NOTES – INCLUDING YOUR SUMMARY – EVERY DAY! (AND YES, YOUR NOTES ARE WORTH POINTS.)

Adapted from How to Study in College 7/e by Walter Pauk, 2001 Houghton Mifflin Company