

Name: _____ Quarter: _____

Begin Date: _____ Period: _____

The Cornell Note-taking System

What are the advantages?

Three Advantages:

1. It is a method for mastering information, not just recording facts.
2. It is efficient.
3. Each step prepares the way for the next part of the learning process.

What materials are needed?

Materials:

1. Loose-leaf paper or graph paper to be kept in the binder.
2. 2½ inch column drawn at left-hand edge of each paper to be used for questions.
3. 3–4 lines left at the bottom of page for summary section.

How should notes be recorded?

During class, record notes on the right-hand side of the paper:

1. Record notes in paragraphs, skipping lines to separate information logically.
2. Don't force an outlining system, but do use any obvious numbering.
3. Strive to get main ideas down. Facts, details, and examples are important, but they're meaningful only with concepts.
4. Use abbreviations for extra writing and listening time.
5. Use graphic organizers or pictures when they are helpful.

How should notes be refined?

After class, refine notes:

1. Write questions in the left column about the information on the right.
2. Check or correct incomplete items:
 - Dates, terms, names.
 - Notes that are too brief for recall months later.
3. Read the notes and underline key words and phrases.
4. Read underlined words and write in recall questions in the left-hand column (use keywords and very brief phrases that will trigger ideas/facts on the right). These are in addition to the questions.
5. Write a reflective paragraph about the notes at the bottom of the page.
6. If possible, compare notes with a study buddy.

What are the ways to recite notes?

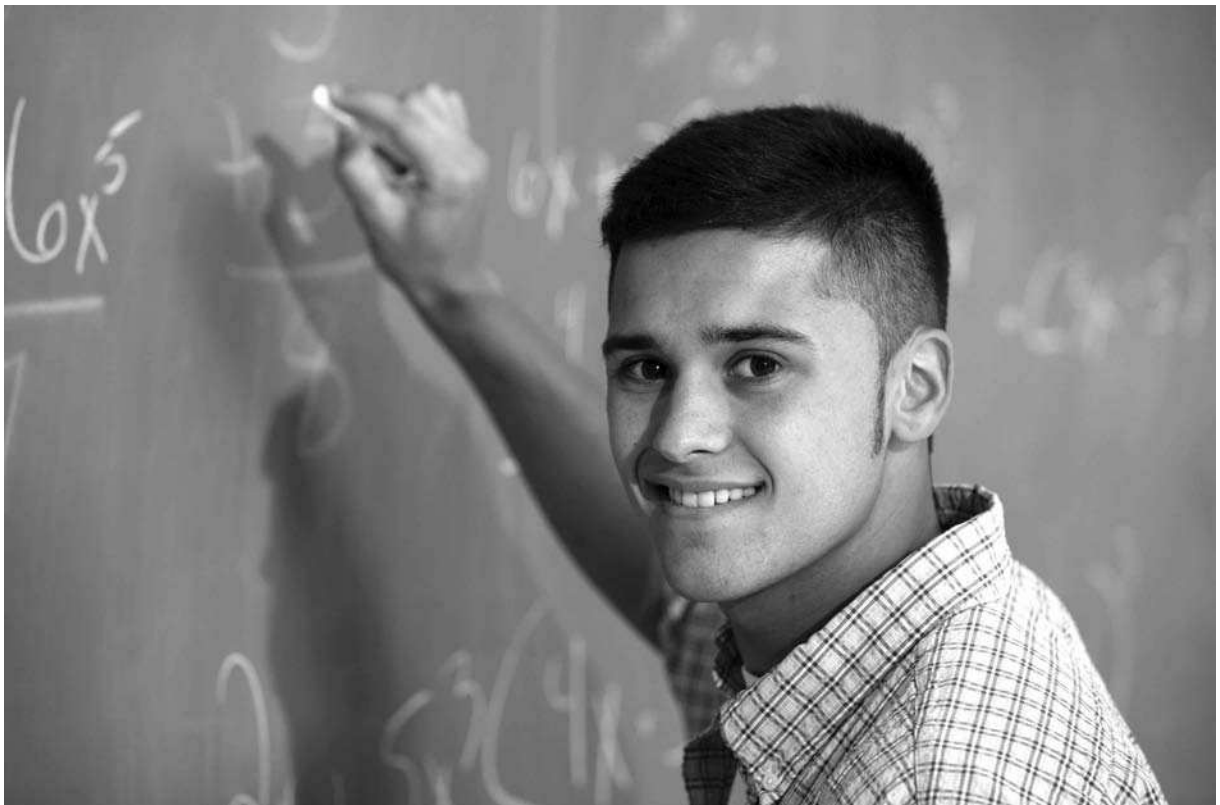
Recite notes three ways:

1. Cover up right side of page. Read the questions. Recite information as fully as possible. Uncover the sheet and verify information frequently. (This is the single most powerful learning tool!)
2. Reflect on the organization of all the lectures. Overlap notes and read recall cues from the left side. Study the progression of the information. This will stimulate categories, relationships, inferences, personal opinions/experiences. Record all of these insights! REFLECTION = KEY TO MEMORY!!
3. Review by reciting, reflecting, and reading insights.

What are the six steps of this system?

This system in brief:

1. Record lectures in the main column.
2. Within 8 hours, read over notes to fill in gaps and to make notes more legible.
3. Identify main ideas and write questions in left-hand column based on main ideas.
4. Recite by covering main column and expanding on recall questions. Then verify.
5. Write a summary at the bottom of page.
6. Review your notes regularly. Short, fast, frequent reviews will produce better understanding and recall.





Taking Cornell Notes—Some Tips

Level 2: sort, infer, analyze, sequence, organize, solve, explain, compare, contrast, classify, isolate, characterize, make analogies.

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Level 3: conclude, criticize, reorganize, justify, judge, evaluate, estimate, predict, speculate, make a model, extrapolate, apply a principle, interpret, hypothesize, if/then

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Topic Note-taking Strategies

Study/Review Questions

How can you use the speaker's style to identify important points?

Become familiar with the speaker's style. Listen for important points that might be emphasized when the speaker:

- Pauses or slows down
- Repeats a point
- Modulates the volume of her/his voice
- Uses introductory phrases (e.g., "The four main points are" or "Note the relationship")
- Writes on the board
- Gestures or uses visual aids

Write only the important ideas such as name, examples, terms, definitions, effects, evaluations, cross references: make it brief, but clear. Use abbreviations for familiar words.

How can you keep-up with the speaker?

Speaker says: "An altitude of a triangle is the perpendicular segment from a vertex to the opposite side or the line that contains the opposite side. An altitude can lie inside, on, or outside the triangle."

Notes say: Altitude of Δ is \perp from vertex to opp side or line containg opp side.

- Can be inside, on or outside Δ

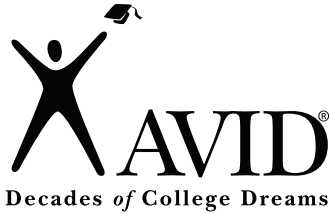
How should you use your notes to review?

Use notes to review:

- Develop study questions and identify the main ideas.
- Fill in details for clarity.
- Look up and add to the definitions of new words/terminology.
- Identify information that is unclear and/or questions that need to be answered; write and mark them so they can be easily found; get answers to the questions from other students and/or the speaker.
- Add symbols to highlight important ideas and key words.
- Delete irrelevant information.
- Review the overall organization of the material: add symbols to make the organization clear or rewrite for clarity as needed.
- Write a summary of the significant ideas.

Connections, Summary, Reflection, Analysis:

Three important note-taking strategies are reviewed in the notes. Identifying important points and main ideas, using abbreviations to paraphrase information provided during the class and the use of notes for review are outlined. The important cues in identifying main points and the use of questions to help with review are particularly helpful strategies as is the writing of summaries.



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STAR Note-taking Strategy

S = Set Up Paper

1. Put your name, period, class, and date in upper right-hand corner.
2. Give your notes a title.
3. Draw a vertical line down the paper to divide it into sections of about one-third and two-thirds.

T = Take Notes

1. PARAPHRASE the text or lecturer in the right-hand column.
2. Listen to decide which parts of the information are most important. Notice if the lecturer seems to stray from the topic.
3. Use whatever it takes to cue your own memory system. For example, use capital printing, underlining, arrows, or even pictures.
4. Don't get hung up on spelling. If you know what you mean, that is what counts. If you use this information later for another assignment or an essay, check for proper spelling then.
5. Use abbreviations that work for you. Develop your own shorthand.

A = After Class

1. Within five minutes of class, or as soon as humanly possible, edit your notes. Reread them looking for places to make additions, deletions, or clarifications.
2. Work with a partner to review your notes whenever possible.
3. Use a highlighter or underlining to emphasize important points.
4. Note any points that need to be clarified with the lecturer in the next session.
5. Finally, fill in the left-hand column with questions, icons, symbols, pictures, and memory keys.

R = Review Notes

1. Review notes regularly, after class, at least once a week.
2. Cover the right-hand column with blank paper. Read aloud or rewrite the right-hand column by using the cues in the left-hand column.
3. Paraphrase the answers.
4. Reflect by summarizing the notes, relating the subject to yourself, or relating the subject to personal experiences.



Tips for Studying with Notes

Study/Review Questions

How can the format of Cornell notes help with studying for a test?

What should you write in the summary section?

How should you use notes to review?

How can you use notes when studying in a group?

Topic *Tips for Studying with Notes*

- Spread out or hold notes so that right side of page is covered; review ideas and answer study questions from the left-hand column; use right-hand section as an answer key.
- Engage in an oral quiz with others using study questions from the left-hand column.
- Cover the right-hand column with blank paper; write out answers to the left-hand study questions and explanations of main ideas.
- Write summaries of the most important material in the summary/reflection section.
- Write a quiz for others using the notes; exchange and correct.
- Write anticipated test questions beyond those already in the left-hand column and write answers to the questions.
- Look over notes frequently to keep information and questions still unanswered fresh in mind.
- Recite information from notes.
- Exchange notes with others to flesh out information and understanding.
- Use notes in study groups to provide a common ground of material for reference and review. Rewrite notes if necessary.

Connections, Summary, Reflection, Analysis:

The use of Cornell note-taking will aid in the recording and recall of classroom activities. The student will have opportunities to systematically record and review main ideas and details. In addition, the Cornell note-taking system will provide a method of enduring mastery through the notes review and reflection process.