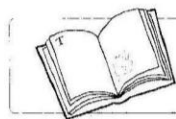


# TAKING CORNELL NOTES FROM TEXT

The following pages are excerpts from a booklet entitled “How to Get Good Grades in Ten Easy Steps” published by Woodburn Press. Your task is to take Cornell notes from the text below. The title from each section should be written on the left hand side of your notes in the form of a question. The underlined subheadings should be written on the right hand side of your notes with a few supporting details underneath. When you finish taking notes on the text below, be sure to write a summary at the end of your notes. Your summary should be at least five (5) sentences long. The first sentence of your summary should be about the topic (which is how to get good grades). An easy way to write the rest of the summary is to turn the questions you wrote on the left hand side of your paper into detail sentences. Be prepared to take a quiz on the text below. You will use your Cornell notes to study from.

## How to Get Good Grades in Ten Easy Steps



### Know How to Read a Textbook

*When you know how to read a textbook, you understand and remember what you read.*

Textbook authors have already done a lot of your work for you. They've inserted bold-faced subtitles that tell you exactly what you're going to be reading about. They've put all of the important words in **bold** or *italic* print, and they've added pictures, charts, graphs, lists of vocabulary words, summaries, and review questions. The textbook authors have provided these “learning tools” in order to make it easier for you to understand and remember the information they're presenting.

In this section, you'll discover how to use the learning tools that the authors provide. You will also learn how to **Scan**, **Read**, and **Review**. Once you know how to scan, read, and review, you'll be able to understand and remember what you read the first time through.

**Scan.** Scanning gives you a quick overview of the material you're going to be reading. To scan, read the title, the subtitles, and everything in bold and italic print. Look at the pictures, graphs, and charts. Also go over the review questions, and read the summaries.

On the following page is an article about the Beatles taken from a music history textbook. If you were to scan this page, you would read the title, **The Beatles**, and each of the section headings: **The Beatles dominate the music industry**, **The Beatles get their start in Liverpool**, **The Beatles change their image**, **The Beatles find success in the U.S.**, and **The Beatles go their separate ways**. You would read everything in bold print: **Paul McCartney**, **Ringo Starr**, **George Harrison**, **John Lennon**, **Brian Epstein**, and **Rock and Roll Hall of Fame**. You would also look at the **Best Selling Beatles' Albums** chart, and you would read the **Review Questions**.

Scanning provides you with a great deal of information in a very short amount of time. (Look at how much you learned about the Beatles just from reading the section headings.) In addition to providing you with an overview of the material, scanning also provides you with an “information framework.” Having this framework of main ideas makes it easier to understand and remember the more detailed information.

### The Beatles

#### The Beatles dominate the music industry

The Beatles were a British rock group that dominated the rock and roll industry during the 1960's. The Beatles had an enormous impact on music. They were, in fact, the single most important component in the creation of the modern day “pop” culture. The four members of this dynamic group were **Paul McCartney**, **Ringo Starr**, **George Harrison** and **John Lennon**. Their playful, yet mischievous public image captured the imagination of an entire generation.

#### The Beatles get their start in Liverpool

In the summer of 1961, John Lennon and Paul McCartney began playing together in Liverpool, England. Later that year, Paul invited guitar player George Harrison to join the group. The band was becoming popular around the area and they were booked to play a series of concerts in Hamburg, Germany. The group perfected their musical skills in the Hamburg beerhalls playing standard American rock and roll songs.

#### The Beatles change their image

On returning from Hamburg, the Beatles were discovered by **Brian Epstein**. He became their manager, and he changed the image of the band, exchanging black leather jackets and tight jeans for collarless suits and a new style of haircut. In May of 1962, Epstein landed the Beatles their first recording contract. Shortly before entering the studio, drummer Ringo Starr was added to the group. The early Beatles' recordings were instantly successful, and soon the band was headlining tours.

#### The Beatles find success in the U.S.

In 1964, the Beatles' music was released in the United States. The sales were tremen-

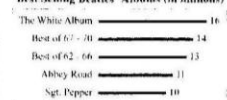
dous, breaking all previous records. The band came to New York in April, where screaming fans met them at the airport, and 70 million people watched them on the *Ed Sullivan Show*. Throughout the 1960's the Beatles' popularity grew. Their *Sgt. Peppers Lonely Hearts Club Band* album was released in 1967 to unprecedented critical acclaim. A series of artistically creative and commercially successful albums followed.

#### The Beatles go their separate ways

By the end of 1968 the members of the group had begun to go in different directions. Paul McCartney continued to write “pop” melodies while George Harrison immersed himself in eastern spirituality. John Lennon grew more distant from the band as he grew closer to his wife, Yoko Ono. In April of 1970, McCartney released his first solo album and announced the end of the Beatles.

Throughout the 1970's, the Beatles' music continued to be popular, and they were constantly booked to reunite. Lennon's death in December of 1980 ended such speculation. The Beatles were inducted into the **Rock and Roll Hall of Fame** in 1988.

#### Best Selling Beatles' Albums (in millions)



#### Review Questions

- 1.) How many Beatles were there? Which two were the first to play together?
- 2.) What year did the Beatles start their recording career? When did they break up?
- 3.) After their break up, did the Beatles ever reunite? Why or why not?

**Read.** When your reading has a purpose, your comprehension improves, and it's easier to stay focused. To give your reading purpose, try turning each bold-faced subtitle into a question. For example, you could turn the subtitle, **The Beatles change their image**, into the question, “What did the Beatles do to change their image?” Keep your question in mind as you read, and when you finish the section, see if you can answer your question. Your question will give you something specific to look for, and it will help keep your mind from wandering. You will, therefore, remember more of what you read.



## Manage Your Time Well

*With good time management, you have time for the things you need to do, and you still have time for the things you want to do.*

**Use Class Time and Study Halls.** Always use the time teachers give you in class to start your homework, to ask questions, or to get help.

*"If I use my study hall and the time that teachers give us in class, I don't have nearly as much homework to do at night." Jermaine*

**Create Your Own Study Plan.** Some students study best at night; others study best earlier in the day. Many students also have activities, sports, and jobs that they need to work around.

At the end of each school day, determine how much time you have available, look at how much homework you have, and then develop a plan. To help keep yourself organized and "on track," have a study plan in mind before you get home from school each day. For example:

3:00 - 5:00 Band practice  
5:00 - 6:00 Do math homework  
7:00 - 8:00 Study for history quiz

**Prepare for Sabotage.** Identify anything that could interrupt or ruin your study plan, and then figure out how to eliminate or avoid it.

*"I used to get interrupted by phone calls. Now I tell my friends not to call until 9:00, and I make sure my homework's done by then." Kathy*

*"I can't start watching TV until I have all of my homework done. If I do, my homework probably won't get done." John*



### Step Three Manage Your Time Well

- Use class time and study halls.
- Create your own study plan.
- Prepare for sabotage.

3

**Sit in the Front of the Class, if Possible.** It is easier to pay attention and to stay involved when you sit in the front of the classroom. It's also easier to ask questions and to see the board, overhead, etc. If you have problems paying attention, ask your teacher if you can sit close to the front.

**Be Aware of Your Body Language.** This school counselor's story illustrates the importance of body language.

*"One day a student named Jason complained to me that his English teacher always picked on him. Jason told me that he never talked out in class, that he always did his homework, and that he did everything his teacher asked him to do.*

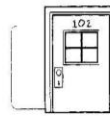
*The following week, I went into Jason's English class to talk about scheduling. Jason, who was sitting in the back row, never spoke out of turn, never talked to his neighbors, and he did everything he was supposed to do. Nevertheless, as my presentation went on, I became more and more upset with him. Why? Because of his body language.*

*Throughout the period, Jason would look at his friends and roll his eyes, or he'd slump his shoulders, let his head drop back, and then he'd sigh. Jason's behavior was clearly saying to me, 'This is stupid and boring, and I don't want to do this.' I found Jason's behavior distracting and irritating. Of course, I also found out why Jason and his English teacher weren't getting along very well.*

*The next day I called Jason into my office and explained to him what I had observed the previous day. Jason was genuinely surprised that I had even noticed him in the class."*

What Jason didn't understand is that when teachers are up in front of a classroom, they see everything. They know who is paying attention, who's taking notes, and who is listening to the class discussion. They also know who's doing homework for another class, writing personal notes, daydreaming, and "napping" (even when students think they've positioned their hands and books to hide it). If you choose to do any of these things, don't kid yourself into thinking that your teachers don't notice, even if they don't say anything. Teachers notice, and they just figure that you don't care about what's going on in their class. It's not enough for you to say that you want to get good grades; your body language has to communicate this also.

5



## Be Successful in Class

*If you follow the advice in this section, you'll enjoy school more and you'll get better grades.*

**Be in School, on Time, Every Day.** When you miss school, you miss lectures, notes, class discussions, assignments, quizzes, and tests. It doesn't matter how good you are about making up your work, you can never make up all of what you miss, even if you're out of school for only one day. *To get good grades, you must be in school every day.* Unless you have an extended illness or a serious health problem, you should miss no more than five or six days of school a year.

**Learn How to Adapt to Different Teachers.** In the classroom, the teachers are in charge and they make the rules. You might have one teacher who counts you tardy if you're not in your seat when the bell rings, and another teacher who considers you on time if you've got one foot inside the door. It doesn't matter whether or not you agree with the first teacher's rule; it only matters that you are in your seat when the bell rings. Part of your education is to learn how to adapt to different sets of rules, personalities, and teaching styles.

*"It's really important to know your teachers and to know what they want. Are they strict about rules? Do they collect and grade homework? Do they give points for participation?" Brad*

**Be Prepared for Each Class.** To be prepared, you need to have books, paper, pencils, etc. with you when you go to class. *You also need to have all of your homework done.* When you've done your homework, you get more out of the class, the lecture makes more sense, and you can participate in discussions. If you haven't done your homework, you may not even understand the lecture or class discussion.

Being prepared also means that you come to class ready to learn. Try taking a couple of seconds as you walk into each class to think about what you're going to be doing that day. This will make it easier for you to focus on the subject when the class starts.

Of course, to be physically and mentally alert, you need to eat right, exercise, and get enough sleep.

4

**Always Do Your Homework.** Don't look at homework as something you should do. Think of homework as something you *must* do. Since a significant portion of your grade is usually based on homework, your grade drops every time you miss an assignment. Always complete your homework on time and whenever possible, do extra credit work.

*"If you don't do your homework, it kills your grade." Brad*

**Participate in Class.** Participating in class makes it more interesting, and it helps keep your mind focused. Ask and answer questions, and get involved in class discussions.

Many teachers give participation points, so participating not only makes class more interesting, it can also help you get a better grade.

*"If I tune out, the class goes on forever. If I participate, the time goes a lot faster." John*

*"Teachers want you to participate. They also like it when you try to answer their questions, even if you're wrong." Sarah*

**Be a Good Group Member.** Knowing how to work well in a group is very important. Whether you're working on a school project, involved in an extra-curricular activity, or working at a job, you need to be able to get along and work with the other members of the group.

Whenever you are involved in a group project, do the following: 1) do your share of the work and do it well, 2) try to be open to new ideas, and 3) support the other group members.

**Treat Others With Courtesy and Respect.** Treat your teachers and classmates the same way that you want to be treated. Be polite, look at your teachers when they're speaking, and listen when others are talking. Also, be very aware of your tone of voice. The same words, in a different tone of voice, can communicate a very different message.

Remember that teachers are people too. They enjoy having students say hello to them in the halls, and they appreciate it when students show an interest in them. For example, if a teacher's been out ill, a simple comment like "I hope you're feeling better" can brighten that teacher's day.

*"Teachers like it when you talk to them, and it lets them know that you care. Teachers are busy though, so if you have a question or problem, see them before or after class." Maria*

6