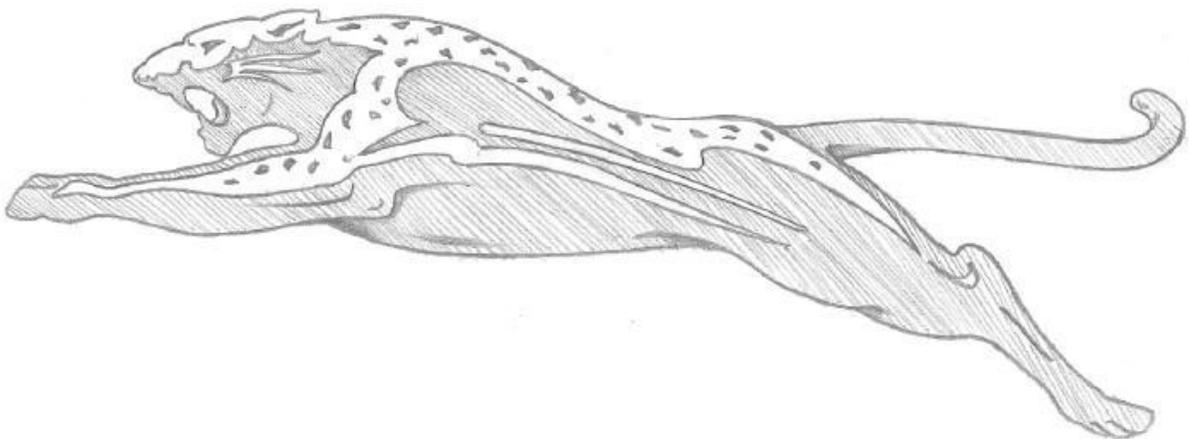


Port St. Lucie High School

Cornell Note-Taking Method



Every Student Future Ready

The Cornell Note-Taking Method

Introduction

The Cornell Note-taking System is commonly suggested for students who want to improve the organization of their notes. Cornell notes make use of your existing strengths as a note-taker so that learning the system requires a minimum of preparation and adjustment. Additionally, it permits you to develop study notes without the added work of re-writing vast amounts of material.

Steps

Before: Prepare

- Do the reading and review subject before class.
- Prepare your own questions about the material.
- Prepare paper: Use 8 ½ X 11 loose-leaf notebook paper. Draw a line down left side of page, creating a 2-3 inch margin.

During: Taking Notes

- Take notes in the larger right column.
- Write selectively:
 - capture general ideas
 - use paragraph form
 - indent to show subpoints
 - abbreviate to save time.
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After: Reduce, Recite, Reflect, Review

- Reduce:
 - fill in blanks
 - unabbreviate
 - clean up.
- Recite:
 - read your notes in the left-hand column aloud, explain and discuss the major concepts listed there
- Reflect:
 - write down key words, phrases, ideas in left column
 - summarize the lecture in a paragraph in complete sentences at the bottom of last page.
- Review
 - cover right side of notes with a piece of paper
 - test yourself using key words of left column
 - look for interconnections between readings or other notes

Cornell Notes Checklist

Element	Thinking Skills and Learning Strategies		Directions
Note-taking In Class	Create Format		<input type="checkbox"/> Notes are set up the Cornell Way with name, date, class/period, date, topic
	Organize Notes		<input type="checkbox"/> Notes are on the right side of the page <input type="checkbox"/> There is a line or space between “chunks”/main ideas of information <input type="checkbox"/> Bullets are used for lists of information to help organize notes.
Note-Making	10	Revise and Edit Notes (Done in another color)	<input type="checkbox"/> All “chunks” are numbered in a different color <input type="checkbox"/> All vocabulary words or key words are circled in a different color. <input type="checkbox"/> All main ideas are highlighted. <input type="checkbox"/> Added/paraphrased information is added in another color.
	24	Note Key Idea	<input type="checkbox"/> All questions on the left are developed to reflect the main ideas in the notes. <input type="checkbox"/> Most questions are higher level questions.
Note-Interacting	7	Link Learning	<input type="checkbox"/> Summary answers essential question for the unit or questions on the left.
		Learning Tool	<input type="checkbox"/> Possible test questions are noted with an asterisk *. <input type="checkbox"/> Student studies the notes (i.e. fold-over method or other methods). <input type="checkbox"/> Summarize at the end of the notes.

