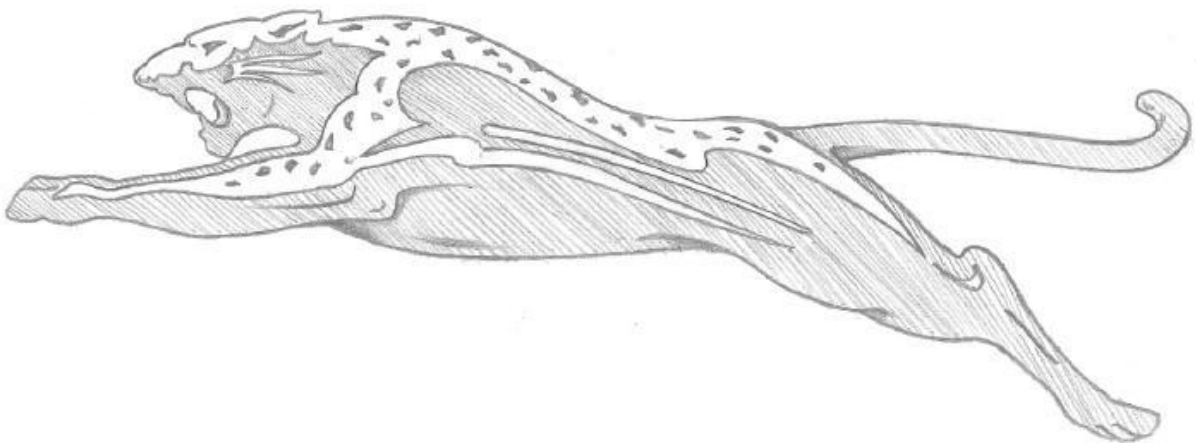


# Cornell Note-Taking Method



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.
  -

### 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 Note Repetition Strategies	
<div>10</div> <div>Minutes</div>	<input type="checkbox"/> Number Chunks <input type="checkbox"/> Circle key vocabulary words <input type="checkbox"/> Highlight main ideas <input type="checkbox"/> Add missing information <input type="checkbox"/> Paraphrase
<div>24</div> <div>Hours</div>	<input type="checkbox"/> Within 24 hours write higher level questions on the left.
<div>7</div> <div>Days</div>	<input type="checkbox"/> Within 7 days write a summary <input type="checkbox"/> Identify Possible test questions <input type="checkbox"/> Study Notes

Sample

Recall Column	Notes Column
Kinetic Molecular Theory  Molecules of gas are?          Pressure of a gas  Average kinetic energy  Absolute temperature	The Kinetic Molecular Theory          Gases are made of tiny invisible molecules that are widely separated from each other in otherwise empty space. The molecules are in constant continuous random and straight-line motion. The molecules collide with one another, but the collisions don't result in a loss of energy.          The pressure of a gas is a result of those collisions between the gas and the walls of the container. The average kinetic energy of all the molecules is proportional to the absolute temperature of the gas. The average kinetic energy of equal numbers of molecules of any gas is the same at the same temperature.

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.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

PERIOD \_\_\_\_\_

# Cornell Notes- Template

Title in Textbook \_\_\_\_\_ Page Number \_\_\_\_\_

## Reduce & then Recite

- Create questions which elicit critical thinking, not 1 word answers
- Write questions directly across from the answers in your notes
- Leave a space or draw a pencil line separating questions

## Record for Review

- Write headings and key words in colored pencil
- Take sufficient notes with selective (not too much verbiage) & accurate paraphrasing
- Skip a line between ideas and topics
- Use bulleted lists and abbreviations
- Correctly sequence information
- Include diagrams or tables if needed for clarification or length

## Reflect & Recapitulate

In your own words and in complete sentences, write a 3 – 4 sentence summary paragraph. Your summary should cover the main concepts of the notes, be accurate, and have adequate details.

# Cornell Notes Graph Paper

NAME \_\_\_\_\_

DATE \_\_\_\_\_

PERIOD \_\_\_\_\_

Title \_\_\_\_\_ Page Number \_\_\_\_\_

## Reduce & then Recite

- Create questions which elicit critical thinking, not 1 word answers
- Write questions directly across from the answers in your notes
- Leave a space or draw a pencil line separating questions

## Record for Review

- Use graph paper to describe or draw equations.
- Take sufficient notes with selective (not too much verbiage) & accurate paraphrasing
- Skip a line between ideas and topics
- Correctly sequence information
- Include diagrams or tables if needed for clarification or length

[illegible]

## Reflect & Recapitulate

In your own words and in complete sentences, write a 3 – 4 sentence summary paragraph. Your summary should cover the main concepts of the notes, be accurate, and have adequate details.


## Cornell Notes- Figures and Diagrams

NAME \_\_\_\_\_

DATE \_\_\_\_\_

PERIOD \_\_\_\_\_

Title: \_\_\_\_\_ Page Number \_\_\_\_\_

## Reduce & then Recite

- Create questions which elicit critical thinking, not 1 word answers
- Write questions directly across from the answers in your notes
- Leave a space or draw a pencil line separating questions

## Record for Review

- Use dot paper to draw diagrams or pictures.
- Take sufficient notes with selective (not too much verbiage) & accurate paraphrasing
- Skip a line between ideas and topics
- Correctly sequence information
- Include diagrams or tables if needed for clarification or length

## Reflect & Recapitulate

In your own words and in complete sentences, write a 3 – 4 sentence summary paragraph. Your summary should cover the main concepts of the notes, be accurate, and have adequate details.

