

# Note Taking – The Cornell Way

## **C – Create Cornell Notes Format (September)**

1. On top: your name, class, period, date, learning target, essential question
2. 1/3 of paper on left for questions, 2/3 paper on right for notes
3. 2 inches on bottom for summary, or additional notes

## **O - Organize Notes on the Right Side (September)**

1. Paraphrase what you hear, use phrases, not complete sentences
2. Leave space between ideas
3. Abbreviate words or use symbols
4. Bullets or lists, when possible
5. Use indenting to show details under a main idea

## **R - Review and Revise Notes (September)**

*This is where the value of the notes comes in. By reviewing and revising, students are reminding themselves of their learning, and they are bringing meaning to their notes.*

1. Number each new concept
2. Circle important vocabulary
3. Underline or highlight main ideas
4. In a different color pen or pencil, add your own thinking to help you understand better.
5. Draw a line through unimportant information
6. Use a ? for areas that need clarification, then check with a partner or teacher.
7. Use \* for important information for tests or other assignments
8. Create a visual or symbol to help you remember information.

## **N – Note Key Ideas to Create Questions (October)**

1. Re-read the essential question or learning target
2. Read aloud the underlined or highlighted main ideas
3. Create your own questions on the left column – some questions should be DOK 3 or higher.

## **E – Exchange Ideas by Collaborating ( November)**

1. Collaborate with a partner to compare, enhance or revise your notes
2. In a different color pen or pencil, fill in any gaps
3. Together, identify the circled vocabulary to use in the summary.

**(Continued on Back)**

## **L – Link Learning to create a synthesized summary (December)**

1. Reread the essential question, which will be answered in the summary.
2. Review circled vocabulary, underlined main ideas and the questions you wrote in order to determine the focus of the summary
3. Synthesize or combine main ideas – be sure you have answered most of the higher-level questions on the right side as well.
4. If you find you still have some confusion, write these questions on the left and leave a space on the right to record the answer after you have talked to the teacher or a partner.

## **L – Learning Tool – Use the completed Cornell notes as a learning tool (January)**

1. Use your notes to study for a test or prepare for a presentation, essay, etc.
  - a. Review and read the notes, questions and summary
  - b. Fold the notepaper on the line in order to test yourself and then check the answers
  - c. Have another person ask you the questions on the left side and check your answers
2. Study your notes, write practice test questions and summarize to maximize learning.

## **W – Written Feedback – (February)**

1. Get written feedback on your notes, using the Cornell Way poster or checklist
2. Review, revise, and improve your notes, questions and summary.

## **A – Address Feedback (March)**

1. Create a goal for improving your note taking.
2. Review your goal before you take notes in the next class.
3. Focus on just one area of improvement.

## **Y – Your Reflection on your Learning (April)**

1. Gather all of your Cornell notes on the topic
2. Review notes, questions and summaries.
3. Write a reflection to show how you mastered or applied your new knowledge.