

Cornell Notes

The **Cornell Notes** system for taking notes is used in many high school and college classes. It is a great tool for organizing information from a textbook or novel. The goal is to provide yourself with a 3-part way of retrieving the information you read: ❶ more detailed, important information learned, ❷ a quick glance of the key points/terms, and/or ❸ a quick summary of what you read.

Name:		Date:
Book & Chapter Title:		Class:
Key Points/Connections	Information Learned	
<p>2</p> <p><u>When</u> do you write in this section?</p> <ul style="list-style-type: none"> As you take notes in the information section <p><u>What</u> do you write here? In this column write down</p> <ul style="list-style-type: none"> Subheaders in the book Questions that you have Vocabulary words or unfamiliar words Alerts to information that you're sure will be on a test, etc <p><u>Where</u> do you write?</p> <ul style="list-style-type: none"> Put the subheader, question, vocabulary word, alerts, etc., directly to the left of the expanded information that you've written in your notes 	<p>1</p> <p>First, take notes as you read the chapter</p> <p><u>When</u> do you write in this section?</p> <ul style="list-style-type: none"> As you read the chapter. <p><u>What</u> do you write here? Write down only important information. Look for:</p> <ul style="list-style-type: none"> bold, <u>underlined</u> or <i>italicized</i> words information in boxes headers/subheaders on the page information that the book repeats words, ideas, or events that might be on a test quotes, examples, or details you might be able to use later in a project, paper, or presentation <p>As you write your notes be sure to:</p> <ul style="list-style-type: none"> abbreviate familiar words and/or use symbols <ul style="list-style-type: none"> ex: abbr wds & use smbls take notes in bullets or indents <ul style="list-style-type: none"> avoid paragraphs, full sentences, etc. cut out unnecessary words <ul style="list-style-type: none"> write down just the words you need in order to remember what the text said examples: are, the, a, a, and, then..... 	
<p>Summary/Response Notes: Written notes in this area can include: summary of what you read, or what the lecturer (teacher) said; the most important parts of the chapter or class lecture; or questions you still need to answer.</p> <p style="text-align: center;">3</p>		

CORNELL NOTES make an efficient test preparation tool: 1) Read summary notes and recite back as much as you can remember; 2) Read each key item and fill in the blanks of the key points; 3) Review Information Learned for elements you left out in steps 1 & 2 of the test review.