

# Cornell Notes

TOPICS/STANDARD/OBJECTIVE	<b>Heading</b>	
<b>ESSENTIAL QUESTIONS:</b> <p>The overall question that guides the content of the notes. It is based on the standard or objective in the heading. The summary should provide the answer to the essential question.</p>		
<b>QUESTIONS:</b> <i>Left 1/3 of page</i> <ul style="list-style-type: none"> <li>• Identify the main ideas in the notes.</li> <li>• Create study questions that are answered by each main idea.</li> <li>• Write higher-level questions (Costa's Levels 2 &amp; 3) for the main ideas. <i>(Some material in the notes may not lend itself to higher-level questions.)</i></li> <li>• Use the questions to study for quizzes and exams.</li> </ul>	<b>NOTES:</b> <i>Right 2/3 of page</i> <ul style="list-style-type: none"> <li>• Be prepared to actively listen and take notes.</li> <li>• Take notes in <i>your own words</i> while listening to the teacher, reading a textbook, watching a video, solving a math problem, or participating in a science lab.</li> <li>• Record <i>facts, explanations, definitions, graphs, etc.</i></li> <li>• Use <i>abbreviations and visuals</i> that work for you.</li> <li>• Write in <i>phrases</i> (not complete sentences).</li> <li>• Don't worry about spelling except on important terms.</li> <li>• Write <i>important information</i>, not every word that is said or read.</li> <li>• <i>Listen</i> for important points emphasized by the teacher.</li> <li>• Fill in details, mark important information and vocabulary, and delete irrelevant information after class.</li> <li>• Use symbols (star, checkmark, etc.) to indicate what is significant.</li> <li>• Use memory cues: <i>underline, highlight, draw diagrams, etc.</i></li> <li>• Use <i>different colors</i> to indicate changes in topics or to mark important vocabulary words or phrases.</li> <li>• <i>Review notes</i> with a partner whenever possible.</li> <li>• <i>Review notes 10-24-7 (after 10 minutes, 24 hours, and 7 days).</i></li> </ul> <p>Note any points that need to be clarified with the instructor.</p>	
<b>SUMMARY:</b> <ul style="list-style-type: none"> <li>• Address the essential question of the lesson.</li> <li>• Answer the higher-level questions from the left side to tie together the main ideas.</li> <li>• Paraphrase (use your own words) the answers to the questions.</li> </ul>		