

Cornell Notes

Watch this video first!

- <https://www.youtube.com/watch?v=WtW9IyE04OQ>

Step 1: Record

1. Prepare your paper – create 4 sections on your paper. Use only one side of your paper to take notes.

- Top: Name, Date, Class, Concept
- Right Side: Note Taking
- Left Side: Main Ideas

2. Summarize and Paraphrase – In your own words, restate the facts and ideas and vocabulary presented.

3. Leave Spaces – When there is a change in topic or idea

4. Number, Indent and bullet key ideas in each topic.
5. Use *telegraphic* (brief) sentences, abbreviations and symbols to increase your speed.
6. Use drawings and diagrams to help remember what you are learning.
7. Write legibly so it makes sense later.
8. Edit your notes as soon as possible.

Step 2: Question

Formulate test questions based on the information recorded in notes and write these questions on the left side of the note sheet.

Questions should include the BIG ideas, and important vocabulary.

Step 3 - Recite

1. Recitation means explaining the information in the notes out loud in your own words. The information you recite should be triggered by the test questions on the left side of the note sheet.
2. Purpose of Recitation:
 - Improves learning – science shows when you recite aloud it anchors information in the long-term memory.
 - Ensures understanding – you are forced to understand the information you are committing to memory.
 - Helps Retrieve – understanding information improves your ability to retrieve from your memory. Studies show students who recite aloud do better on tests than students who read their notes silently.

3. Steps in Recitation

1. Cover up your notes in the “record” column
2. Use recall clues to stimulate your memory and recite the relevant information
3. Check Answers – You will get immediate feedback on how well you have learned the information. Keep reciting over and over until you get the information correct.

Step 4 - Reflect

Reflection means to think about the information you are learning.

- One way to reflect is to look for connections with your own life experiences and observations and with other facts and ideas discussed in class.
- Another way to reflect is to ask a question like, “How do the main ideas fit together in a “bigger picture”? “How do these ideas fit in with what I have already learned? “What do I agree with or not?” “What questions do I have?”

Step 5 – Recapitulate (summarize)

1. Write a summary of the main ideas using your own words. Explain your notes in a few sentences to someone who knows nothing about it and write that down.
2. Write this summary down on the bottom of the last page of your notes.

Step 6 - Review

1. Review your notes nightly or several times during the week by reciting, not rereading.
 1. These brief review sessions aid more in complete comprehension of the material than cramming the night before a quiz or test.