Four Parts of the Cornell Way

Part 1: NOTE-TAKING

Reading or listening to information for the first time while jotting down and organizing key points to be used later as a learning tool

C Create Format

Step 1: Create Cornell notes format and complete heading.

- If Cornell notepaper is not provided, set up paper upon entering the classroom:
  - Write name, class, period, date, topic, standard/objective in heading.
  - Create an essential question based on the standard/objective to be addressed in the notes and in the summary.
  - Leave 1/3 of the paper on the left for questions and 2/3 on the right for notes.
  - Leave 2 inches on the bottom of each page for summary.
  - Be prepared to actively listen and take notes.
- If Cornell notepaper is provided, upon entering the classroom:
  - Write name, class, period, date, topic, standard/objective in heading.
  - Create an essential question based on the standard/objective to be addressed in the notes and in the summary.
  - Be prepared to actively listen and take notes.

O Organize Notes

Step 2: Organize notes on right side.

- Take notes while listening to a lecture from the teacher, reading a textbook or novel, watching a video, solving a math problem, participating in a science lab, engaging in Socratic Seminar, and while participating in tutorials, etc.
- Listen and take notes in own words—paraphrase what you hear.
- Leave spaces for revisions by skipping lines between ideas.
- Abbreviate words and use symbols, when appropriate.
- Write in phrases (not complete sentences).
- Use bullets or lists, when possible.
- Change pen colors to indicate change in concept.
- Use indentation to show relationships between ideas.
- Know what to write=important information vs. trivial information.
- Recognize cues, "This is important..." "This may be on the next test..." and repeated information.
- Incorporate teacher's note taking style/requirements on the right side—outline style, diagrams, graphs, illustrations, etc.