

THE CORNELL NOTE TAKING METHOD

Taking effective notes is an essential part of the academic experience.

Effective notes:

- help students organize and process data and information
- help students remember what is said in class
- can help students complete assignments and prepare for assessments when outside of class

The Cornell Notetaking System, developed in 1949 at Cornell University, stimulates critical thinking skills and helps students recall by getting them to process their notes 3 times ... writing is a great tool for learning.

HOW TO TAKE CORNELL NOTES

1. Read your text.
2. In the large right hand column of your Cornell note paper, take notes like you normally would using any style of note-taking you wish ... outline format, narrative format, symbols, short hand, etc..
3. In the left hand column, create questions about your notes. These questions should elicit critical thinking skills and should reflect:
 - a. main ideas
 - b. topics/information you don't understand or want to discuss further
 - c. anything relevant to a test or paper/essay you're writing
 - d. gaps in your notes (see example #1)
4. In addition to questions, key terms, key people and/or events, academic or content vocabulary can also be included in the left-hand column (see example #2).
5. You can also tap into your creativity and add color and illustrations
6. When finished with each page, write a 2-3 sentence summary of your notes at the bottom of the page.

EXAMPLE #1

Class Notes/Textbook Notes

Name: _____

Class: _____

Date: _____

Period: _____

Topic: **Propaganda Techniques in Advertising**

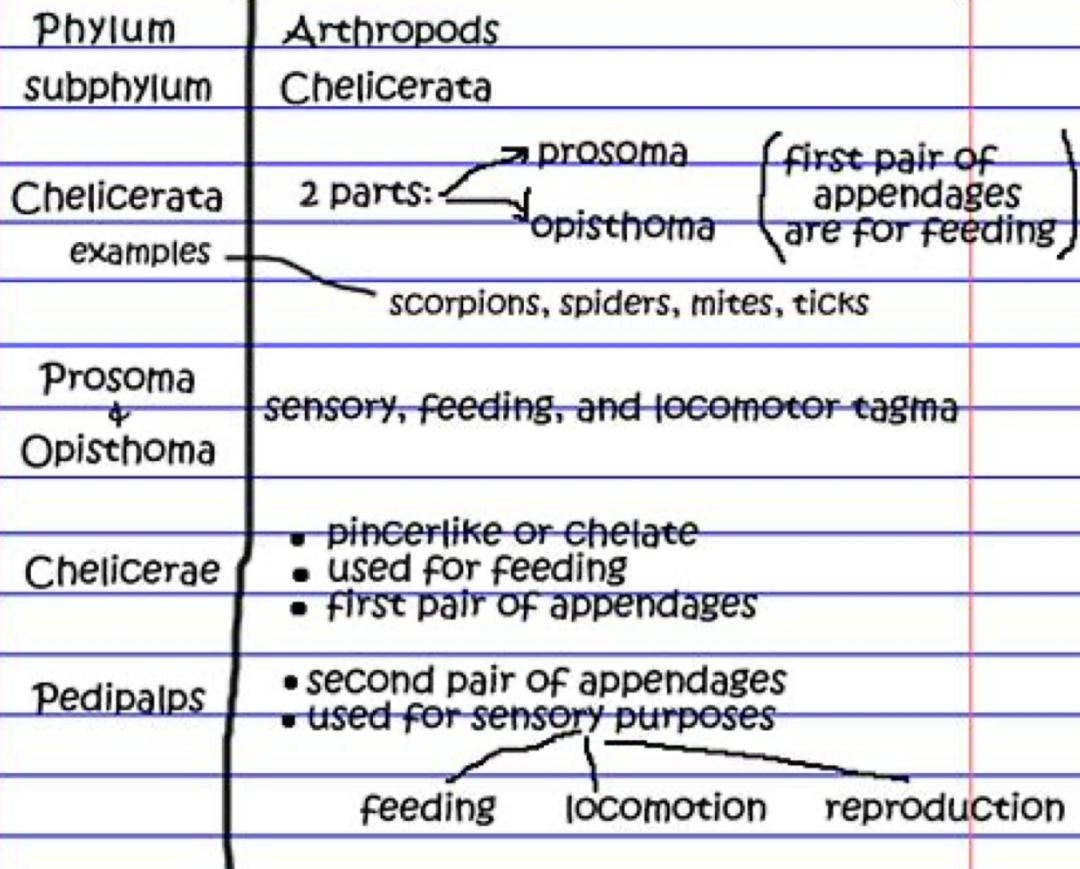
Questions/Main Ideas:	Notes:
1. What is the definition of propaganda?	Propaganda: Messages intended to persuade audiences to adopt a certain opinion.
2. What are 4 common techniques used by advertisers?	Advertisers use propaganda using 4 techniques: • Testimonial • Bandwagon • Plain Folks • Transfer
3. What is an example of the testimonial technique?	Testimonial Example: Michael Jordan sells Nike shoes.

Summary, Reflection, Analysis

Advertisers use propaganda to sell products. There are 4 common propaganda techniques used by advertisers.

EXAMPLE #2

John Q. Student
Biology 101



Phylum arthropods is made up of subphylum chelicerata. Subphylum chelicerata is characterized by two parts called prosoma and opisthoma. The prosoma and cephalothorax are sensory, feeding, and locomotor tagma. The chelicerae is the first appendage and refers to the pincerlike. The pedipalps are the 2nd pair of appendages, and they are used for sensory purposes: feeding, locomotion, and reproduction.

EXAMPLE #3

KEY THEMES AND CONCEPTS

MARRIAGE LUCK,
PROPOSALS CHANCE
CLASS RESPONSIBILITY + MORAL

GENDER AND
EXPECTATION

STRONG FEMALE
PROTAGONISTS

AGRICULTURE &
NATURE

PRIDE VICTORIAN

PRIVATE VS.
PUBLIC

SUBLIMINAL
SEXUAL
TENSION

DIALOGUE

DARWIN

KEY TECHNIQUES

RURAL IMAGERY

DIALOGUE

THIRD PERSON
NARRATIVE THAT
FEELS WISE IN
TONE (TYPICAL OF
VICTORIAN ERA)

FORMAL TONE

FORMALITY
PUNCTUATED W.
DIALOGUE

SUMMARY

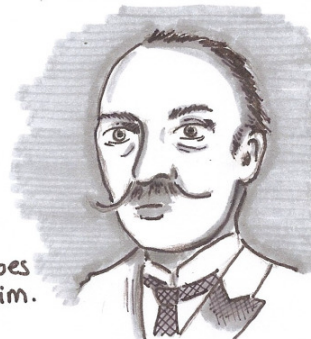
Hardy's love story transcends time, with a current film version of book to be released. Formal tone + third person narrative give the book typical Victorian features, whilst equality, gender and marriage are arguably the novel's biggest themes. Enduring friendship is important to Oak + Bathsheba's relationship, although their relationship with the community (wider society) raises concerns about public/private. 'Rough' agriculture is also a big part of the text.

ENGLISH - EXTRACT J FROM FAR FROM THE MADDING CROWD BY THOMAS HARDY

PROSE

CONTEXTUAL INFORMATION

- T.H born 1840, died 1928, writer through period of great change
 - novels depict rural world from childhood with realistic, unsentimental approach
 - strong female characters at the heart
 - in extract, Bathsheba receives letter from Gabriel that he is leaving and goes
- EXTRACT • written + published to him. 1874



THOMAS HARDY.

"that things have been said about us."

"But you will never know," she murmured.

This quote/dialogue shows the fear of asking, romance, the expectations of roles in a relationship, and with this social class and gender divide.

"Why?"

"Because you never ask."

Expectation - despite being a strong central heroine, Bathsheba is defined by marriage. Love in its honest, pure form also runs through in Bathsheba + Oak. Class plays a big factor, B.S. owns her own farm, and Gabriel works for her, yet he still determines many factors in B.S.'s life. Pride + gender are closely linked.



BATHSHEBA.



"when the two who are thrown together begin first by knowing the rougher sides of each other's characters" still an agricultural, working relationship. a lot of modesty.

"This good-fellowship - camaraderie - usually occurring through similarity of pursuits, is unfortunately seldom superadded to love between the sexes, because men and women associate, not in their labours, but in their pleasures merely."

WIDER READING

- A Valediction Forbidding Mourning - John Donne.
- Wuthering Heights - Emily Brontë.
- Jane Eyre - Charlotte Brontë.
- Sonnet 116 - Shakespeare.
- Sense and Sensibility - Jane Austen.
- The Importance of Being Earnest - Oscar Wilde.
- The Head of the Class - Edward Thomas

evanescent as steam."

TIPS FOR TAKING TEXTBOOK NOTES

Think about the Reading

- consider how the parts relate to the whole; how the text relates to previous ideas
- create questions about new words/terms and/or why emphasized points are important
- examine what you have learned from visuals in the text
- look for the patterns in elements like chapter/subsection headings, summary points, graphics

Textbook Note Taking

- include headings, key terms and graphics
- take down only the important ideas ... be brief, but clear
- summarize all information in your own words
- use symbols to highlight important for review
- use textbook review questions to develop study questions

Reviewing Textbook Notes

- highlight main ideas
- fill in details for better understanding
- identify unclear information and/or questions
- delete unnecessary information
- review note organization; add symbols or rewrite
- write a summary

Studying with Textbook Notes

- cover the right side of your notes and review and answer study questions from the left using the right side as an answer key
- quiz yourself out loud
- cover the right side with blank paper ... write out answers to the left column study questions
- write summaries of the most important material in the summary/reflection section
- write a quiz for others using notes; exchange and correct
- write anticipated test questions beyond those already in the left-hand column and write answers
- look over notes frequently to keep information and questions still unanswered fresh in mind
- recite information from notes
- use notes in study groups to provide a common ground of material for reference and review
- rewrite notes if necessary

TIPS FOR TAKING NOTES DURING LECTURES

Record notes in right column

1. Record note, skipping lines to separate information logically.
2. Do NOT force and outlining system, but use obvious numbering.
3. Strive to get main ideas down.
4. Use abbreviations if you will remember them.
5. Use graphics and drawings when they are helpful.

Refine notes

1. Write questions in the left about information on the right
2. Check or correct incomplete items:
 - a. Dates
 - b. Terms
 - c. Names
 - d. Notes that are too brief for recall later
3. Read notes and underline or highlight key words or phrases.
4. Write reflective paragraphs about the notes.
5. If possible, compare notes with classmates.

Studying with Lecture Notes

Recite notes three ways:

1. Cover up right side of page
 - a. Read questions
 - b. **Recite** information as generally as possible
 - c. Uncover sheet and verify information
2. **Reflect** on organization of all letters
 - a. Overlap notes and read recall cues
 - b. Study the progression of information
 - c. Relationships, connections, inferences, opinions, experiences
3. **Review** by reciting, reflecting, and reading insights

Reflection: Cornell Note Taking Method is an excellent tool for class lectures and textbook reading. To use this method, one should have two columns on a sheet of paper, with a third column at the bottom. This document is an example of a Cornell Note.

The steps to using Cornell notes are **Record**, **Refine**, **Recite**, **Reflect**, and **Review**. The key to great note taking is to use the notes. Unfortunately, some students take great notes, but they never recite, reflect, or review them. These steps are arguably the most important part of the process.