

# CORNELL NOTETAKING



Lake Middle School



# Cornell Notetaking

**WHY**

**TO HELP YOU REMEMBER  
IMPORTANT POINTS**

**should**

-Those who DON'T take notes =  
Forget 60 % in 14 days

**you**

-Those who take some notes =  
Remember 60 %

**take**

-Those who take organized  
notes and do something with  
them=

**notes?**

Remember 90-100%  
indefinitely!



# When should you take notes?

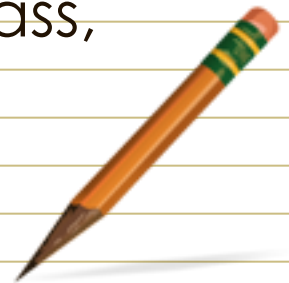
**Notes are a record of your learning, so take them when:**

- You listen to a lecture
- You read a text
- You watch a film
- You work in a group on an activity
- You need to recall information about what happened to you in a class, meeting, or activity-- which means always!



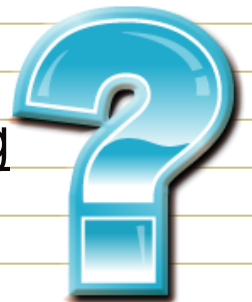
What did  
you notice  
that is  
different  
about  
Cornell  
Notes  
worksheet?

- They are divided into two parts: **questions** and **notes**
- There is a reflection at the end
- There is room for a topic
- They are labeled with name, date, class, period or other information



On the  
question side,  
what kinds of  
questions  
would be  
good to  
include?

- Questions which are answered in the notes on the right
- Questions you still need the answer to--ask a friend or the teacher after class
- Questions the teacher might ask on a test
- Higher level thinking questions





**What else  
could I  
place on  
the left  
side?**

- Key terms, vocabulary words or dates
- Diagrams or figures
- Reference pages in a text
- Steps in a solution process
- Notes to myself about actions I need to take

# What are some good tips for taking the notes on the right side?



- **Write only what is most important:**
  - listen for repetition, change in pace or volume, numbering, obvious clues ("this is important," or "on the test")
  - watch for signals, or clues to organization;
  - look for material being written down or shown to you by your teachers.



# What are some good tips for taking the notes on the right side?



- Write in your own words (paraphrase)
- Write using abbreviations (check a dictionary for these and create your own)
- Draw a figure or diagram
- Leave space where you think you might need to “fill in” info later
- Use bullets, arrows, and indenting to list key ideas
- Write legibly

# What are some good tips for taking the notes on the right side?



- Actively listen
- Maintain eye contact with the speaker, group, or presentation source
- Nod your head at appropriate times
- Frown when you do not understand
- Ask relevant questions
- Answer questions posed by the instructor
- Make a written record

**What are  
the steps  
in taking  
Cornell  
Notes?**

**STAR**



- **S**et up your page

- Draw your margins
- Label clearly



- **T**ake notes

- Use your best strategies

- **A**ctively listen,  
analyze, ask  
questions

- **R**evise, revise,  
reflect

- Look over notes and highlight, edit,  
or add info
- Write your questions and reflection

Let's Practice  
Lake Middle School!  
Happy Notetaking!

