Cornell Notetaking

Why should you take notes?

- To minimize your “rate of forgetting”

☐ Dr. Walter Pauk, Cornell University Reading Center

☐ Don’t take notes = Forget 60% in 14 days

☐ Take some notes = Remember 60%

☐ Take organized notes and do something with them = Remember 90-100% indefinitely!
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- Dr. Pauk created the Cornell Notetaking System, which is used at Stanford, UCLA’s School of Engineering, most Law Schools, and of course, at Cornell University.
- The Cornell System requires the student to review notes and think critically after learning has taken place.
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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!
## Cornell Notetaking

**What do you notice that is different about Cornell Notes?**

- 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
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**What types of questions should I place on the left side?**

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

- Write only what is most important:
  - listen for repetition, change in pace or volume, numbering, explicit clues ("this is important," or "on the test");
  - watch for gestures, or clues to organization;
  - look for material being written down by instructor or shared in a visual manner.
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What are some good tips for taking the notes on the right?

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

- Actively listen
  - Use **SLANT**
  - 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
**Cornell Notetaking**

| What are the steps to taking Cornell Notes? | • **S**et up your page |
|                                           | ³ Draw your margins |
|                                           | ³ Label clearly |
|                                           | • **T**ake notes |
|                                           | ³ Use your best strategies |
|                                           | • **A**ctively listen, analyze, ask questions |
|                                           | • **R**eview, revise, reflect |
|                                           | ³ Look over notes and highlight, edit, or add info |
|                                           | ³ Write your questions and reflection |
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What are some ways to grade or score Cornell notes?

- At first, take notes together, then ask students to write questions and reflections for homework; score only the questions
- Do a group scoring of several pages of Cornell Notes
- Use a numeric rubric to give formative feedback
- Have students score one another--match advanced notetakers to less strong
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Why will your students take notes?

- Students will only do what you model consistently for them--each time you write something down, make sure to draw your margin and create a notes page.
- Students will take notes because they are worth something in class.
- Students will take notes because they are able to use them on exams.
- Students will act according to habit.