Pfeifer **How to Use Cornell Notes**

The information contained the textbook is the foundation for this class. The book is well written and best of all, concise. All the work we do in class is based on the material from the textbook. Therefore it is vital for you to READ it! The Cornell notetaking system is designed to help you read the text and get all the important information you need. This is a skill that you can use through the rest of your high school years and beyond.

**D**ivide the paper into three sections

* Draw a dark horizontal line about 5or 6 lines from the bottom
* Draw a dark vertical line about 2 inches from the left side of the paper from the top to the horizontal line
* Second option: download the Cornell Notes Template from my website or pick up a copy from the classroom

**D**ocument

* Write your name, date and topic (chapter and section at the top of each page)

**W**rite notes

* The large box to the right is for writing notes
* Write down only important information – look for key words, ideas or events that might be on the test or could be used later in an essay or presentation (include quotes)
* Don’t use complete sentences. Use symbols and abbreviations to help you take notes more efficiently

**L**eft side column- Review and Clarify

* Review notes
* Pull out main ideas, key points, vocabulary, dates and people, and write them in the left column
* Use visuals (drawings, symbols, charts) that help you remember the information from the right side notes

**S**ummarize

* In your own words, write a 2-3 sentence summary paragraph of the notes you made on each page (you may end up writing 2-3 summaries for each homework assignment)
* Your summary should cover the main concepts of the notes and reading