

# C-NOTE GUIDELINES

STUDENT HANDOUT 12.2



## Content Notes

|   |   |
|---|---|
| TOPICS/STANDARD/OBJECTIVE   | Heading   |
| <p>ESSENTIAL QUESTIONS:</p> <p>The overall question that guides the content of the notes. It is based on the standard or objective in the heading. The summary should provide the answer to the essential question.</p>   |   |
| <p>QUESTIONS:</p> <p><i>Right 2/3 of page</i></p> <ul style="list-style-type: none"> <li>Identify the main ideas in the notes.</li> <li>Create study questions that are answered by each main idea.</li> <li>Write higher-level questions (Costa's Levels 2 &amp; 3) for the main ideas. <i>(Some material in the notes may not lend itself to higher-level questions.)</i></li> <li>Use the questions to study for quizzes and exams.</li> </ul> | <p>NOTES:</p> <p><i>Right 2/3 of page</i></p> <ol style="list-style-type: none"> <li>Be prepared to actively listen and take notes.</li> <li>Take notes in <i>your own words</i> while listening to the teacher, reading a textbook, watching a video, solving a math problem, or participating in a science lab.</li> <li>Record <i>facts, explanations, definitions, graphs, etc.</i></li> <li>Use <u>abbreviations and visuals</u> that work for you. <i>see back</i></li> <li>Write in <u>phrases</u> (not complete sentences). <i>• — 1)</i></li> <li>Don't <u>worry about spelling</u> except on important terms.</li> <li>Write <u>important information</u>, not every word that is said or read.</li> <li><u>Listen</u> for important points emphasized by the teacher.</li> <li>Fill in details, mark important information and vocabulary, and delete irrelevant information after class.</li> <li>Use <u>symbols</u> (star, checkmark, etc.) to indicate what is significant.</li> <li>Use memory cues: <i>underline, highlight, draw diagrams, etc.</i> <i>Making</i></li> <li>Use <u>different colors</u> to indicate changes in topics or to mark important vocabulary words or phrases.</li> <li>Review notes with a partner whenever possible. <i>Interacting</i></li> <li>Review notes 10-24-7 (after 10 minutes, 24 hours, and 7 days).</li> <li>Note any points that need to be clarified with the instructor.</li> </ol> |
| <p>SUMMARY:</p> <ul style="list-style-type: none"> <li>Address the essential question of the lesson.</li> <li>Answer the higher-level questions from the left side to tie together the main ideas.</li> <li>Paraphrase (use your own words) the answers to the questions.</li> </ul>  |   |

# Common Science Abbreviations

## Common Shortcuts for Note-Taking—Abbreviations/Acronyms

|               |         |                     |               |
|---------------|---------|---------------------|---------------|
| for           | 4       | because             | b/c           |
| to            | 2       | energy              | e             |
| between       | b/w     | difference/change   | $\Delta$      |
| with          | w       | infinity            | $\infty$      |
| without       | w/o     | approximately equal | $\approx$     |
| within        | w/i     | therefore           | $\therefore$  |
| point         | pt      | yields/produces     | $\rightarrow$ |
| and           | & or +  | increase/up         | $\uparrow$    |
| negative      | -       | decrease/down       | $\downarrow$  |
| positive      | +       | calorie             | cal           |
| equal/same    | =       | question            | Q or ?        |
| not equal     | $\neq$  | important           | !             |
| atomic weight | at. wt. | greater than        | >             |
| atomic number | at. no. | less than           | <             |

### Additional Suggestions

- Make names and titles into acronyms after writing them the first time.
 

|                |    |
|----------------|----|
| kinetic energy | KE |
| no reaction    | NR |
- Write the first few syllables of long words and complete the word when reviewing the notes.
 

|             |       |
|-------------|-------|
| electricity | elect |
| equilibrium | equil |
- Write some words deleting vowels until notes are reviewed.
 

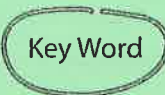
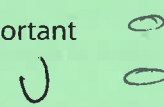
|          |     |
|----------|-----|
| standard | std |
|----------|-----|

### Think of some of your own shortcuts.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

## Cornell Note-Taking Revision Checklist

**Directions:** Review and revise notes taken in the right column. Use the symbols below to revise your notes.

| COMPLETED                | SYMBOL   | REVISION   |
|--------------------------|--|--|
| <input type="checkbox"/> | 1, 2, 3...<br>A, B, C...   | 1. Number the notes for each new concept or main idea.   |
| <input type="checkbox"/> |  Key Word | 2. Circle vocabulary/key terms in pencil.<br><i>often nouns</i>  |
| <input type="checkbox"/> | <u>Main Idea</u>   | 3. Highlight or underline main ideas in pencil.  |
| <input type="checkbox"/> | ^  | 4. Fill in gaps of missing information and/or reword/rephrase in red.  |
| <input type="checkbox"/> | <del>Unimportant</del>   | 5. Delete/cross out unimportant information by drawing a line through it with a red pen.   |
| <input type="checkbox"/> | ?  | 6. Identify points of confusion to clarify by asking a partner or teacher.   |
| <input type="checkbox"/> | *  | 7. Identify information to be used on a test, essay, for tutorial, etc.  |
| <input type="checkbox"/> | Visual/symbol  | 8. Create a visual/symbol to represent important information to be remembered.  |

# Cornell Note-Taking Summary Template

## Steps for Writing a Complete Summary

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- Step 1:** Read the essential question/objective at the top of the Cornell notes.
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- Step 2:** Respond to the essential question/objective in one sentence—this is the introduction to the summary. Use your own words in writing your summary.
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- Step 3:** Review the first chunk of notes on the right side and the corresponding question on the left side.
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- Step 4:** Write a one-sentence response to the left side question, using content-based vocabulary and information from the right side of notes. DO NOT rewrite the whole right side of your notes; the goal is to paraphrase your notes into one sentence.
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- Step 5:** Repeat this process until all your questions are incorporated into the summary—accounting for all the main ideas in your notes.
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- Step 6:** Reread your summary for clarity and accuracy, rewriting as needed and adding transitions, when possible.
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- Step 7:** Review your summary to study for tests/quizzes, write essays, etc.
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## Summary Paragraph Template

Essential question/objective introduction:

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Response to the question for the 1st chunk of notes:

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Response to the question for the 2nd chunk of notes:

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Response to questions for all additional chunks of notes:

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