

How to...



HECKMONDWIKE
GRAMMAR SIXTH FORM

**...make notes
effectively:**

The Cornell Method

Overview



Note making is vital to your studies. You have to be able to make notes quickly, yet efficiently, and you have to be able to understand your notes later when you come to review your work and revise.

General tips for making notes effectively:

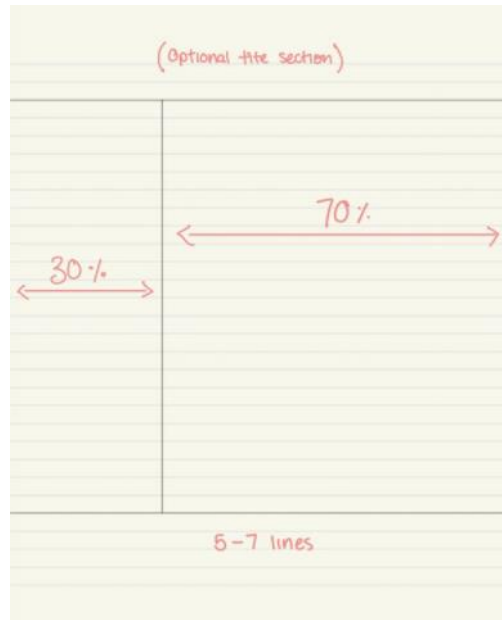
- ✓ Make sure you note down the most important points that your teacher is saying; these might be on a PowerPoint or verbally repeated
- ✓ Make sure that you listen carefully and ask questions if you are unsure on anything
- ✓ Don't try to write down everything that is said in class; prioritise and ensure you get the vital pieces of information down
- ✓ You may want to listen carefully, then make some notes afterwards rather than trying to write everything down as it is said
- ✓ If you need support, ask your subject teacher for help or show them your first attempts at notes and ask for feedback
- ✓ Keep all of your notes from one subject in the same place so that you can find them easily
- ✓ Make it a habit to review your notes at least once a week, adding to them and summarising them if needed. Ensure that you also address anything that you don't understand as soon as possible
- ✓ Use abbreviations and codes to make note making quicker, but ensure that it is a system that you know and use all the time. For example, you could use the symbol ∴ to signify the word 'therefore'. Create a glossary if you need to.

The Cornell method

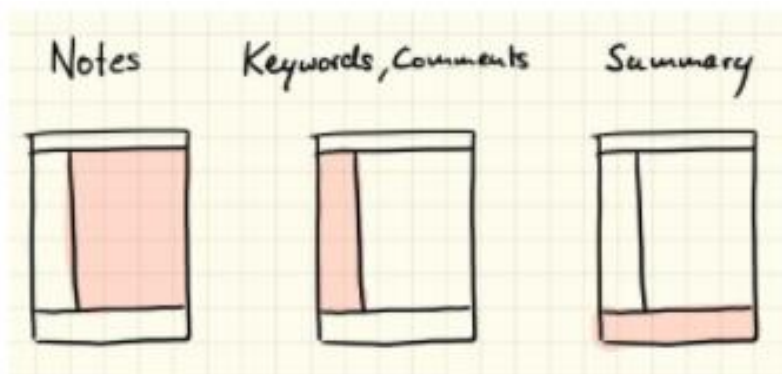
The Cornell note making method is very effective as it encourages you to reflect on your notes as you make them, allowing you to identify areas that you may need to revisit or explore further. It also allows you to summarise your notes, starting the process of revision from the very start as well as allowing you to check that you understand them. You can use this method in class, whilst using a textbook or while researching online.

Details

To use the Cornell method, you need to split a sheet of paper into 4 sections as below.



Each section has its own purpose. The title section will help you to organise notes, then you use the right hand column to notes down key points; your main notes. The left hand column is then used to note down any key vocabulary and also key questions that you have. These questions are vital as they will ensure that you can ask your teacher about these, or research more into these elements yourself. When reviewing your notes, you can then write the summary. This would be an ideal activity to complete in a Private Study session each week or to look at the summary ahead of the next lesson.



Actions: what you need to do next

- Create some pages to try Cornell notes out; there are templates online and there is a link to these below
- Look at some exemplars online. Type Cornell Notes examples into the images search and you will find lots that you can use
- Try them out in one of your lessons
- Plan to speak to your teachers if you are unsure or want to check out what works
- Reflect on the process afterwards and refine it to make it suit your needs and working style
- Block some Private Study time to use these notes, answer the questions that arose and write the summary at the bottom of the page
- Organise your folders so that all of your notes are together and easily accessible
- Consider using an online version of using Cornell notes if needed

Useful links

https://www.youtube.com/watch?v=nX-xshA_0m8 – a tutorial on how to use these from Cornell University

<https://lsc.cornell.edu/how-to-study/taking-notes/cornell-note-taking-system> - a walkthrough on how to use Cornell notes effectively from Cornell University

<https://www.wordtemplatesonline.net/free-cornell-note-templates/> - a website that has various free templates for Cornell notes

It is possible to buy note pads with the Cornell notes template pre-printed if you wish

If you need any further support, please speak to Mrs Whitelaw, Mrs Barnard or Mr Ellis

*Information and images taken from: <https://medium.goodnotes.com/study-with-ease-the-best-way-to-take-notes-2749a3e8297b>