

# Focused Note-Taking

## 1. CREATE FORMAT

- Set up your C-Note page (template, loose leaf, etc.)
- Complete heading (name, date, class, and period)
- Topic - one to two words about what you are studying
- Essential Question-What you will be learning phrased as a question.

## 2. ORGANIZE NOTES

- Take notes on the right side of the paper in your own words
- **OUTLINE** with bullets and indentations
- Use phrases, abbreviations, pictures or symbols (instead of complete sentences)
- Use color coding when switching to a new topic or idea
- Leave spaces between each new concept or main idea

## 3. REVIEW AND REVISE

- Within 10 minutes (or ASAP) after notes are taken, review and revise notes using a different color
- Number and highlight main ideas
- Circle key words and vocab
- Add info you missed
- Add (?) where clarification is needed
- Add (\*) to important information or test questions

## 4. NOTE KEY IDEAS (INQUIRY)

- Within 24 hours after notes were taken, note key ideas to create question using Costa's Levels of Thinking
- Shoot for higher level questions. (level 2 or 3)
- Each main idea needs one or more questions.

## 5. EXCHANGE IDEAS

- Exchange ideas with a study buddy (Yes, you should be talking with friends about the notes you take in class; No, you should not talk about your notes when the teacher is still giving notes, instructions or speaking to the class)
- Ask the teacher for clarification where you have ?s (Yes, it is ok to ask for clarification or an explanation about info you didn't understand; NO, it does not make it look like you weren't paying attention)

## 6. SUMMARY

- Respond/ to the essential question/ standard/ objective in one sentence—this is the introductory sentence to the summary. Use your own words in writing your summary.
- Review the first chunk of notes on the right side, reread the first question written for the 1st chunk, write a one-sentence response to this question incorporating content-based vocabulary.
- \*Repeat this process until all your questions are incorporated in the summary—accounting for all the main ideas in your notes.\*

**10**  
MINUTES  
**24**  
HOURS  
**7**  
DAYS

- ◇ Number Chunks
- ◇ Circle Key vocabulary words
- ◇ Highlight main ideas
- ◇ Add missing information
- ◇ Paraphrase

- ◇ Write higher level questions on the left

- ◇ Write a summary
- ◇ Create possible test questions
- ◇ Study notes

**10 - 24 - 7**  
**Studying**

## Steps for Writing a Complete Summary

- Step 1: Read the essential question/ standard/ objective at the top of the Cornell Notes.
- Step 2: Respond/ to the essential question/ standard/ objective in one sentence—this is the introductory sentence to the summary. Use your own words in writing your summary.
- Step 3: Review the first chunk of notes on the right side.
- Step 4: Reread the first question written for the 1st chunk.
- Step 5: Write a one-sentence response to this question incorporating content-based vocabulary.
- Step 6: Repeat this process until all your questions are incorporated in the summary — accounting for all the main ideas in your notes.
- Step 7: Reread your summary for clarity and accuracy, adding transitions, when possible.
- Step 8: Review your summary to study for tests/ quizzes, writing essays, completing the "Cornell Note Reflection Log," etc.

## Critical Thinking: Levels of Questioning

	Category	Definition	Trigger Words/Phrases
LEVEL 3	Evaluation	Make a judgment of good/bad, right/wrong, effective/ineffective and support that judgment	Judge, evaluate, support position, decide, prioritize, compare and contrast in order to choose, critique
	Synthesis	Solve a problem that requires original, perceptive, or creative thinking	Compose, design, invent, create, construct, predict, imagine, write/produce an original...
LEVEL 2	Analysis	Solve a problem using knowledge of how the parts relate to the whole	Classify, compare, contrast, debate, draw conclusions, infer, deduce, investigate
	Application	Transfer information learned from one situation to another	Demonstrate, make, use map or chart to..., build, draw, discuss
LEVEL 1	Comprehension	Paraphrase or summarize	Restate, give examples, explain, describe, trace, interpret, translate, edit, measure
	Knowledge	Recall or recognize information	Recite, tell, list, memorize, define, identify, locate, select the correct..., match

