



# High School Success

Study Skills Seminar  
Lesson Seven—Note Taking Tools

# Study Skills Seminar

## Your High School Toolkit



- Lesson 1—Time Management 101
- Lesson 2—Organize Your Time and Space
- Lesson 3—Organize Your Things
- Lesson 4—Study Plans and Recovery Work
- Lesson 5—Formative Grades
- Lesson 6—Study Techniques
- **Lesson 7—Note Taking Tools**
- Lesson 8—Test Taking and Test Anxiety
- Lesson 9—Study Skills Recap

First, let's debrief from last week

## Discussion—

Did anyone use a new memorization technique last week? Please share your success stories.



TGIF—Thank goodness for *Instructional Focus!*

# Note Taking in Class

## General Tips



- Note taking keeps you actively engaged in class
- Don't try to write notes word for word—Use shorthand to write down main ideas
- Writing down material is important but listening and analyzing is just as important
- Pay attention to cues from the teacher—pausing for emphasis, restating a point, saying “you’ll see this again”
- Pay attention to details—material written on the board, shown in a PowerPoint, etc., are things to put in notes

# Note Taking

## Common Abbreviations



b/c= because

w/= with

w/out= without

w/in= within

+ , &= and

gov= government

b/f= before

\*= important

Intro= introduction

$\Delta$ = change

cont.= continue

re:= regarding

esp.= especially

Q= question

A= answer

bkgd= background



## Let's Practice Now...

Take out a scratch piece of paper. Practice writing notes from the blurb I read below.

**The Second World War was a global military conflict which involved a majority of the world's nations, including all great powers. The war involved the mobilization of over 100 million military personnel, making it the most widespread war in history. Over seventy million people, the majority of whom were civilians, were killed, making it the deadliest conflict in human history.**

# Discussion

## Let's Debrief



- Share some of the shortcuts you took when writing down your notes
- What key points did you record?
- What facts do you think the teacher may ask you on an exam?

# Note Taking

## The Cornell Method



The Cornell Method is a widely used note taking system invented in the 1950s at Cornell University. The system not only keeps your notes organized, but also creates a study guide within itself. This method is preferred by most law schools.

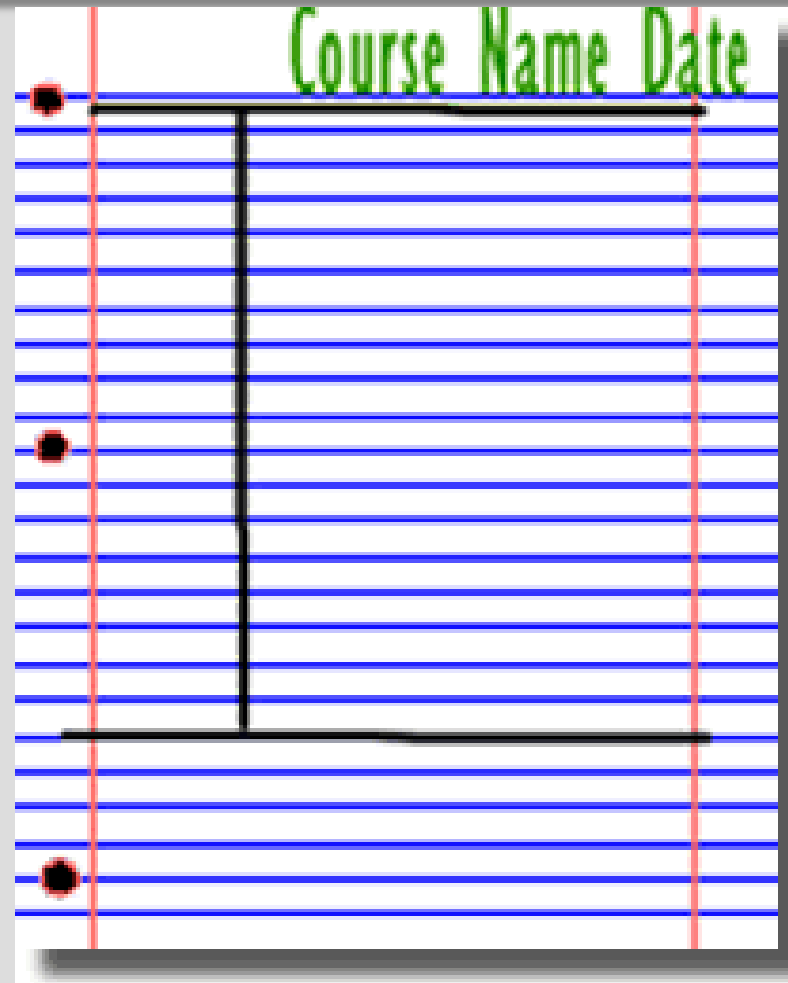


# Cornell Method

## Set up your paper



1. Address your paper like you normally would any other paper. (Include name, date, and class period).
2. Draw lines on your paper to make it look like the picture on the right. Prepare pages before class if possible.
3. It doesn't need to be perfect, just as close as you can get.

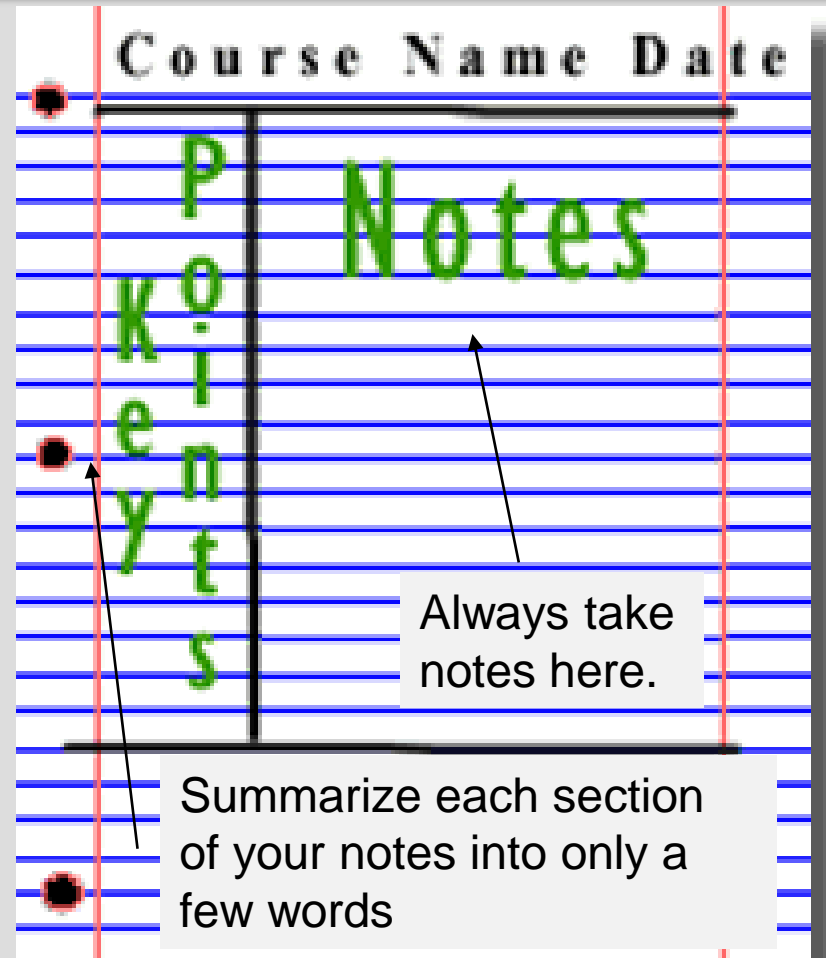


# Cornell Method

## How to use it



- Take notes like you normally would on the right side of the vertical line
- Continue to take notes on as many pages as you need until the lecture is complete
- After the lecture, go back and give headings to your notes to make topics easier to find when you study



# Cornell Method

## History Example



Amy Cohen  
The Near East

9/10/94  
p. 4

Jericho	<b>JERICHO</b>
o	- 1st city developed - before Jericho people were mobile
3 req'ments for dev'ment of cities	Three req'ments for dev'ment of cities
o	1. Water = 1st req'ment - cities built by lakes, rivers
water	
o	2. Agriculture = 2nd req'ment - division of labor: women planted, men hunted
agriculture	
o	3. Protection = 3rd req'ment - walls of Jericho built to protect farms and water from invaders
protection	
o	- walls built 7800 BC - city survived 800 yrs

**SUMMARY:** Jericho is significant as first city. Requirements for dev'ment of cities are water, agriculture, protection.



# Cornell Method

## The Five R's



- Step 1: **RECORD**

Take notes on the right side of the page

- Step 2: **REVISE**

Label your notes in short, easy to find phrases in the left column of the page

- Step 3: **RECITE**

Cover the right side of the page with a sheet of paper. Using the phrases on the left—quiz yourself. Say everything you know about the phrase or word in the left column.

**NOW, YOU'RE STUDYING!!!**

# Cornell Method

## The Five R's



### •Step 4: **REFLECT**

Reflect on the material by asking yourself questions...

What's the significance of these facts?

What principles are these based on?

How can I apply them?

How do they fit in with what I already know?

### •Step 5: **REVIEW**

Reread your notes daily so you don't have to cram the night before

# Cornell Method

## Pair and Share



- Use the Cornell Method handout on Biology
- Cover the right hand side with the notes
- Quiz the person behind you for 1 minute

**YOU SEE, IT'S A READY-MADE STUDY GUIDE!**

# Next Session—Lesson 8

## Test Taking and Test Anxiety

See you next time!

