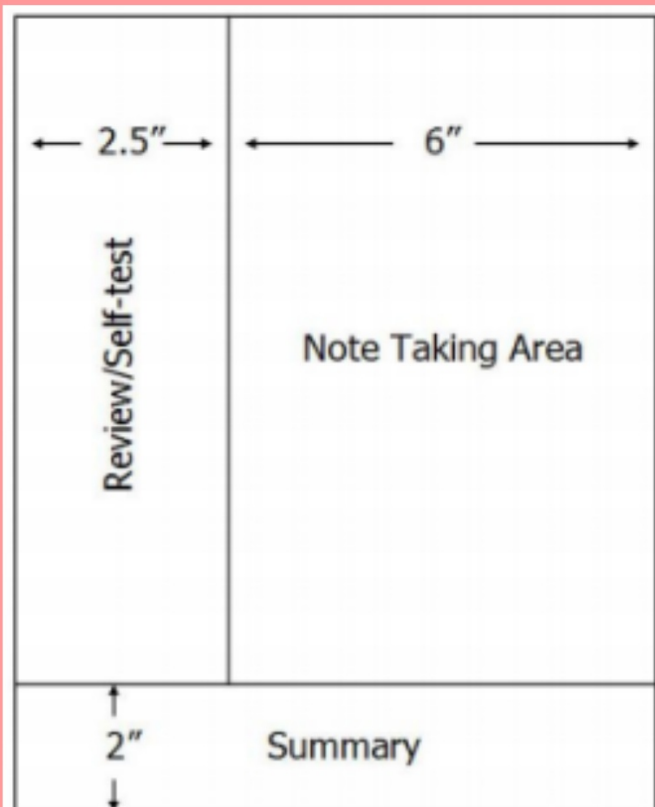


## **Note Taking Examples**

- **Cornell Notes**
- **Graphic Organizers**
- **Two and Three Column Notes**
- **Guided Notes**
- **Interactive Notebooks**

## Note Taking: Cornell Method



### Step 1: Record Notes

- Write notes in large right column

### Step 2: Create Self-test

- Review notes 1-2 days after lesson. Write key words/phrases from notes and questions you think will be on the test in this area as well.

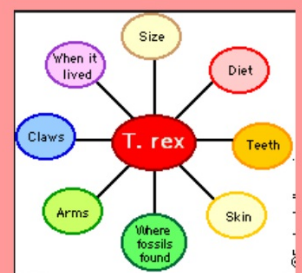
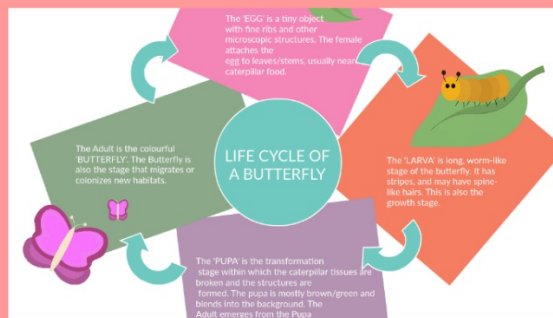
### Step 3: Summarize Notes

- Write summary of lesson in this area. Include diagrams, equations, etc.

What is a graphic organizer? A graphic organizer is a visual display or chart that shows the relationship between ideas, facts, and information.

### Reasons for using graphic organizers:

- To organize critical and creative thinking
- Organize information
- Help understand information and relationships
- Depict knowledge and understanding
- Assist with self learning



## 2-Column Notes (or T-notes)

2-column notes, or T-notes, provide a developmentally easier format for introducing students to note-taking.

| COLUMN ONE                           | COLUMN TWO |
|--------------------------------------|------------|
| Main Idea<br>Vocabulary<br>Key Words | Notes      |

| Left-hand Corner  | Name, date, subject   |
|---|---|
| <ul style="list-style-type: none"><li>• Write study questions/main ideas here</li></ul> | <ul style="list-style-type: none"><li>• Consider the right-hand column the place for detailed information</li><li>• Use abbreviations</li><li>• Summarize in your own words</li><li>• Use symbols, color coding or highlighter to indicate important information, ideas/words that are unclear, relationships between ideas/information</li><li>• Include graphics</li><li>• Skip lines between ideas</li></ul> |

### 3-Column Notes

3-column notes provide an additional column for questions, diagrams, native language clues, math answers, etc. This format works especially well with vocabulary, math, and important events.

| COLUMN ONE OPTIONS      | COLUMN TWO OPTIONS | COLUMN THREE OPTIONS        |
|-------------------------|--------------------|-----------------------------|
| Vocabulary              | Notes              | Visual Representation       |
| Word Problem            | Work               | Answers                     |
| Dates/Concepts          | Notes              | Significance of Information |
| Key concepts/Main Ideas | Notes              | Questions                   |

| Left-hand Corner   | Middle  | Right-hand Corner  |
|--|---|--|
| <ul style="list-style-type: none"><li>• Write study questions/main ideas and major topics here</li></ul> | <ul style="list-style-type: none"><li>• Consider the middle column the place for detailed information</li><li>• Use abbreviations</li><li>• Summarize in your own words</li><li>• Use symbols, color coding or highlighter to indicate important information, ideas/words that are unclear, relationships between ideas/information</li><li>• Include graphics</li><li>• Skip lines between ideas</li></ul> | <ul style="list-style-type: none"><li>• Questions</li><li>• Diagrams</li><li>• Math Answers</li><li>• Native Language Cues</li></ul> |

### *A guided system of learning within lecture*

Guided Notes are teacher-prepared hand-outs that outline or map lectures, but leave "blank" space for key concepts, facts, definitions, etc.

As the lecture progresses, the learner then fills in the spaces with content.

Guided notes help learners

- follow a lecture
- identify its important points
- distinguish between main and secondary points, examples and digressions
- develop a foundation of content to study and to apply

### **You can create leveled guided notes:**

- **Full Notes** - full version of notes
- **Highly Supported** - strategically replace key words with blanks. This provides a high level of scaffolding.
- **Moderately Supported** - Strategically replace more key words and phrases with blanks.
- **Outlines Notes** - Eliminate most of notes so students have a note taking outline



## Interactive Notebooks

- Help students organize and synthesize information with creative, interactive, and easily personalized activities.
- Teachers guide students
- Notes include drawings, diagrams, and 3-D elements
- Helps students become active, engaged, learners
- Allows teachers to differentiate learning
- Can use spiral notebooks/composition notebooks

