

HOW TO CREATE CORNELL NOTES

Topic:	Write the title and chapter/section number of the reading	
Vocabulary: Use this space to write bolded words from the reading. Also give a short definition.	Subtopic: <ul style="list-style-type: none">○○○	
	Subtopic: <ul style="list-style-type: none">○○○	*Use the red/blue headings in your reading as guide and
	Subtopic: <ul style="list-style-type: none">○○○	create as many subtopic boxes as you need!
	Subtopic: <ul style="list-style-type: none">○○○	*Include 3-5 GOOD details in each subtopic box.
	Subtopic: <ul style="list-style-type: none">○○○	<u>*DO NOT COPY DIRECTLY FROM THE TEXT!</u>
Main Idea/Summary:	Write a 3 to 5 sentence summary of the reading here. Think of it like you are explaining the reading to someone who knows NOTHING about the topic! Be specific and use significant details!	

CORNELL NOTES ORGANIZER:

STEP 1: IDENTIFY TOPIC & SUBTOPICS

Using the structure of the reading (what is bold, indented, titled, etc), identify the topic of the reading and place in the box at the very top. Then look through the reading for subheadings and place these in each subtopic box. Make as many subtopic boxes as you need.

STEP 2: READ AND ANNOTATE

On your own, silently read the passage and underline/highlight words or short phrases (no more than 3-4 words) that jump out at you as important. Circle vocabulary words – both bolded words and ones you don't understand.

STEP 3: FILL IN THE SUBTOPICS

Compile the highlighted phrases and words into new sentences. Put each of these sentences next to a bullet under the appropriate subtopic – no more than 2-3 bullets per subtopic. Use as many vocabulary words and key phrases as you can in each of the bullets.

STEP 4: EXTRACT VOCABULARY

Go back through the reading and transcribe each circled vocabulary word into the left-most column of your Cornell Notes organizer. Be sure to write a brief definition with each word. If there are words in the reading that you didn't understand, besides the bolded words, include those too.

STEP 5: SUMMING IT ALL UP

In the bottom box, sum up your notes with a short paragraph. What is the most important information you could give to someone who knows nothing about this topic? This should be in 5 or less sentences!