

Cornell Notes Instructions

Directions: When taking notes you must follow this format. Remember you can use your notes for the quizzes, so it is to your benefit to take the best notes possible. I (Ms. Medina) will be looking at your notebook at the end of the each unit and you will get a grade for your notes.

Before you begin to read use the **Skim-Away Strategy** to become familiar with the information you are about to read.

1. Read the section title and glance over the headings and subheadings included in the section as you slowly turn the pages.
2. Think about the focus of the section as you skim over the maps, charts, and illustrations.

After you have skimmed the section, you will have the gist or a general idea and will then be more prepared to read the section more carefully for precise information.

Converting Headings Questions to Guide Note-Taking

Make headings into questions to give your note taking a more specific focus. So instead of taking notes on all the information, you are now looking for a specific answer to your question (on the left-hand side of the page.)

Look at the examples below and come up with your own questions ~

Heading	Question(s)
Columbus Crosses the Atlantic	When and Why did Columbus cross the Atlantic? What impact did his crossing have?
The Impact on Native-Americans, Africans, and Europeans	What was the impact on Native-Americans, Africans, and Europeans?
The Columbian Exchange	What was the Columbian Exchange? What was the impact of the Columbian Exchange?
Cortez Subdues the Aztecs	
The Spanish Pattern of Conquest	

Date

Title (Section Title, Lecture Notes Title)

Main Ideas and Questions	Notes
<p>This section should include main ideas, topics, and/or questions (that don't necessarily have to be answered)</p> <p>Heading Questions</p>	<p>This section should include notes from the textbook. Remember to focus on the bigger ideas and not necessarily the small details. The notes in this section should be in your own words.</p> <p>Answer to Heading Questions</p>
<p>Summary – Once you finish the notes, write a 5-sentence summary. Use the GIST Strategy</p>	

Summarizing – The GIST¹ Strategy

Description: Summarizing is the process of reducing text to manageable smaller pieces of important information – essentially gathering the main ideas of the text. Why do we summarize? We summarize because our brain has a certain capacity for information, so we have to be strategic about what we select to remember. Summarizing helps you get a grasp of main ideas and as a result better comprehend the text. In addition, summarizing allows you remember the text. For GIST Strategy you will first read the textbook, answer the 5Ws and H questions when you finish reading the section of the textbook, and then write a 4-sentence GIST of the section.

5Ws and H Questions	Tips for Good Summaries
<p>What? – What event took place? Who? – Who are the historical characters? Where? – Where did the event take place? When? – When did the event take place? Why? – Why did the event happen? How? – How did the event unfold?</p>	<ul style="list-style-type: none"> ✓ Use your own words, but don't include your ideas or opinions. ✓ Don't repeat ideas. ✓ Use summarizing lingo: <i>The author (textbook) says that, states that, explains that, points out that, mentions that, emphasizes that, argues that, argues that, maintains that, highlights the fact that, or concludes that</i>

¹ Gist (n) – the essential point or meaning of something