

## INSTRUCTIONAL PRACTICE: Setting Up Cornell Notes: Creating the Cornell Note Format

The Cornell notes format provides space to facilitate the phases of the focused note-taking process by including a column for connecting thinking and an area for the summary reflection. Students can easily set up the format for Cornell notes on their own page—lined, unlined, or graph paper—with a ruler or by folding the paper over to make a vertical line about one-third of the way across the page. When taking notes digitally, students can use a blank Cornell notes template with a left and right column or take notes using the entire page and add questions and connections using the commenting feature, if available.

### Instructional Goal

- Students will learn how to set up the format for Cornell notes.

### Resource

- *Cornell Note Template* (Educator Resource)

### Preparation for Instruction

- Determine the note-taking purpose. Write an Essential Question to direct students' thinking about the topic.
- Prepare a sample note-taking page to use as a model for students when setting up the notes.

### Instructional Strategies

- Discuss the note-taking purpose and the Essential Question for the notes. Ask students to write the Essential Question at the top of the note page.
- Model how to set up a page for note-taking in a journal, notebook, on loose-leaf paper, or using word-processing software.
  - When taking notes on paper, students may create their own note-taking pages with sections and columns drawn with a ruler or by folding the paper.
  - When taking notes digitally, students may use a template or set up their notes using tables.
  - Project the sample note-taking page for students to use as a model as they set up their own page of notes.
- Begin note-taking, and model using a Think-Aloud or discuss with students the sort of input that should appear in each section of the notes.
- Utilize the 10–2–2 scaffold, allowing students to compare notes with a partner throughout the note-taking phase to compare notes, add information, or make necessary adjustments.

# Cornell Note Template

*This resource is for educators to use to teach students how to set up their paper for Cornell notes. Students should be encouraged to develop their own note-taking format rather than use pre-formatted paper.*

<b>Topic:</b>		<b>Name:</b>	
<b>Objective/Note-Taking Purpose:</b>		<b>Class/Period:</b>	
		<b>Date:</b>	
<b>Essential Question:</b>			
<b>Questions/Connections:</b>		<b>Notes:</b>	
<p>Leave this space blank for adding questions and ideas in the Connecting Thinking phase.</p>		<p>Take notes in this section using whatever method you prefer: outline, webbing, bullets, charts, diagrams, or a combination.</p> <p>Leave space for additions and revisions.</p>	
<p>← About 1/3 of the page →</p>			
<b>Summary Reflection:</b>			
<p>Add a space for summary at the end of your notes. When taking notes on paper, you might want to wait to designate this area on your paper until you finish taking the notes so you do not run out of space for note-taking.</p>			