Organizing Information #2: Cornell Notes System

The Cornell Notes system is a different way to stay organized while taking notes. You will use special paper, which has been divided into sections to help you stay organized.

- **Decide which section of your project the source is about.** Keep in mind that a source could have information that fits into several different sections of your project. You will probably take several pages of Cornell Notes for each section of your project.
- Take **notes.**
- Write down information for your **bibliography**.
- **Pull out main ideas** and questions.
- Write a short **summary** of what you have learned.

You should have several pages of notes for each section of your project!

Step 1: Fill out the top section with important **information about you and your project**.

Step 2: **Take notes** as you read your sources. Keep your notes for each section of your project separated. For each note, **write down the source and page number**. This will help you with your bibliography.

Step 3: Use this space to write **bibliographic information** for the source. Include the type of source, title, author, and year the source was published. You will use this information to create your bibliography.

Step 4: Stop and **reflect right after** you have finished reading the source. Write down the **main ideas, vocabulary words, or questions** from your notes.

Step 5: Write the summary right after you read the source and have pulled out the main ideas. It is a **short overview** of what you learned about. Include important details of your notes.

CORNELL NOTES: HEART OF THE STORY or DURING MY TOPIC

Name: _____ Class/Period: _____

Topic: _____

Task: Take notes for the During, or "Heart of the Story" section of your topic. Look for the 5W's: **What** happened? Include important details. **How** did it happen? **When** did it happen? **Why** did it happen? **Who** was involved or affected? **Where** did it happen?

Main Ideas/Questions:	Notes: Write the source and page number all your notes.

Summary: _____

Sources: _____

CORNELL NOTES: **HEART OF THE STORY** or DURING MY TOPIC

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Task: Take notes for the During, or "Heart of the Story" section of your topic. Look for the 5W's: **What** happened? **How** did it happen? **When** did it happen? **Why** did it happen? **Who** was involved or affected? **Where** did it happen? **Use the back of the sheet for pictures or quotes.**

Main Ideas:	**Notes:** Write the source and page number all your notes.

Summary: _____

Sources: _____

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Name: _____ Class/Period: _____

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Task: Take notes for the During, or "Heart of the Story" section of your topic. Look for the 5W's: **What** happened? **How** did it happen? **When** did it happen? **Why** did it happen? **Who** was involved or affected? **Where** did it happen? **Use the back of the sheet for pictures or quotes.**

Main Ideas:	**Notes:** Write the source and page number all your notes.

Summary: _____

Sources: _____

CORNELL NOTES: **BUILD-UP** or RIGHT BEFORE MY TOPIC

Name: _____ Class/Period: _____

Topic: _____

Task: Take notes for the Build-Up, or the events right before the main event. Think about it as "the spark" for the main events. What events or ideas led up the main event? What inspired people to get involved? Be more specific than the background section. **Use the back of the sheet for pictures or quotes.**

Main Ideas:	**Notes:** Write the source and page number all your notes.

Summary: _____

Sources: _____

CORNELL NOTES: **BACKGROUND** or LONG BEFORE MY TOPIC

Name: _____ Class/Period: _____

Topic: _____

Task: Take notes for the Background. What happened long before your topic? This is the historical context, or big picture. What background information does your reader need to know about your topic? What events, ideas, or people influenced it? What was going on in the world? **Use the back of the sheet for pictures or quotes.**

Main Ideas:	**Notes:** Write the source and page number all your notes.

Summary: _____

Sources: _____

CORNELL NOTES: **SHORT-TERM IMPACT** or RIGHT AFTER MY TOPIC

Name: _____ Class/Period: _____

Topic: _____

Task: Take notes on the Short-Term Impact, or the events "right after your topic." What changed right away? Think about positive and negative changes. Did your topic impact all groups of people in the same way? **Use the back of the sheet for pictures or quotes.**

Main Ideas:	**Notes:** Write the source and page number all your notes.

Summary: _____

Sources: _____

CORNELL NOTES: **LONG-TERM IMPACT** or LONG AFTER MY TOPIC

Name: _____ Class/Period: _____

Topic: _____

Task: Take notes on the Long-Term Impact, or the events that happened "long after your topic." Take a step back. How are things are different because of your topic? How has your topic changed history? **Use the back of the sheet for pictures or quotes.**

Main Ideas:	**Notes:** Write the source and page number all your notes.

Summary: _____

Sources: _____