

# WHAT ARE CORNELL NOTES?

A simple way to take notes interactively.

A simple way to review notes systematically.

A simple way to practice higher-level thinking.

A simple way to think actively as you learn.

## HOW TO MAKE YOUR OWN CORNELL NOTES PAGE:

STEP 1: Two inches from the left edge of your paper, draw a vertical line from the top of the page to about three inches from the bottom of the page.

The section to the left should be titled **NOTES**.

The section to the right should be titled **QUESTIONS**.

STEP 2: Draw a horizontal line about three inches from the bottom of the page. This section should be titled **SUMMARY**.

STEP 3: Make sure to title and date your notes.

### NOTES

The largest of the three sections for Cornell Notes is the "notes" section. This is where you track the key / important information from the presentation / lecture (or a reading).

### QUESTIONS

The "questions" section is the area on the left. I recommend taking the notes first and then using the notes to create questions. The answers to the questions can either be found directly in the notes or they can require information in the notes combined with higher level thinking. Also, track previously unknown vocabulary here.

### SUMMARY

This is a two to three sentence summary of what you learned. It is the most important and the most difficult section. It should encapsulate the central issue of the notes. It should not begin with phrases such as "these notes are about....," "today, I learned....," etc....

# 6 + 1 Traits of Writing

## 1. Ideas

- There is an appropriate balance of “showing” and “telling”;
- Being specific with high quality details is more interesting than a large quantity of vague details;
- A unique idea or approach is being written about;
- Bigger topics are supported by sub-topics;
- The writing centers around thesis statements or main idea statements.

## 2. Organization

- There is a strong introduction to the piece of writing;
- Transitions are used to move the idea along logically;
- Paragraphs are written with purpose;
- The writing comes to a satisfying conclusion;
- The conclusion somehow links back to the introduction;
- Title the piece effectively.

## 3. Voice

- The writing shows an awareness of an audience;
- The writing shows a passion towards the topic;
- The writer has used devices of style (such as figurative language), when appropriate;
- The writer has captured a tone or mood (including humor) as appropriate;
- The writing shows awareness of perspective and point-of-view.

## 4. Word Choice

- The writer understands the importance of strong verbs;
- The writer understands the importance of precise nouns;
- The writer understands the importance of interesting adjectives;
- The writer has taken risks with words;
- If appropriate, the writer has used alliteration or other types of sound devices.

## 5. Sentence Fluency

- A variety of transitions are used;
- A variety of sentence beginnings are used;
- A variety of sentence lengths are used;
- When reading the writing aloud, the words sound natural;
- Complex and simple sentences are used to promote rhythm in the language.

## 6. Conventions

- Spelling is correct enough to not distract from the writer's message;
- Grammar is correct enough to not distract from the writer's message;
- External punctuation (periods, question marks, and exclamation points) is used correctly;
- Internal punctuation (commas, apostrophes, semi-colons, quotation marks) is competent; the writer uses capitalization rules flawlessly.

### + 1. Presentation

Margins and columns frame the writing and graphics;  
Type size and style is appropriate for the content;  
Graphics reinforce the Voice, Ideas and Organization traits;  
Text layout contributes to the readability of the document.