

Textbook Cornell Note Taking System For Biology

Please use the following 4 steps to take notes from the text. See example below.

1. Divide your “smooth edge”, loose leaf, notebook paper into three sections. Title the larger section “text notes”, and the left section “objectives”.
2. **Read** the entire section first, do not read a few lines and then copy, read and copy, **this is ineffective**. If you catch yourself doing this, put your pencil out of sight and simply read.
3. When you finish reading, decide which concepts in each section are important. Choose from a minimum of one to a maximum of five. This is the hardest step and it may take a little time, you will get better as you practice.
4. Now you can begin to take notes.
 - write your notes in a condensed fashion/develop some shorthand to avoid long sentences and complicated wording, use symbols
 - bullet or star the main ideas and use letters to organize the details
 - Write a summary of what you learned at the bottom

Example:

Chapter & Section from Textbook	Write title of chapter here
Objectives Copy Objectives, key terms, vocabulary, or questions. (There are usually 2 - 4 objectives that need answers)	Text Notes Area for students to take notes. Here you write the answers to the objectives and state main ideas. Highlight anything covered in lecture. Add anything not covered here in the Class notes section!
Summary	