Note Taking Examples

• Cornell Notes
• Graphic Organizers
• Two and Three Column Notes
• Guided Notes
• Interactive Notebooks
Step 1: Record Notes
- Write notes in large right column

Step 2: Create Self-test
- Review notes 1-2 days after lesson. Write key words/phrases from notes and questions you think will be on the test in this area as well.

Step 3: Summarize Notes
- Write summary of lesson in this area. Include diagrams, equations, etc.
What is a graphic organizer? A graphic organizer is a visual display or chart that shows the relationship between ideas, facts, and information.

Reasons for using graphic organizers:
• To organize critical and creative thinking
• Organize information
• Help understand information and relationships
• Depict knowledge and understanding
• Assist with self learning
2-Column Notes (or T-notes)

2-column notes, or T-notes, provide a developmentally easier format for introducing students to note-taking.

<table>
<thead>
<tr>
<th>COLUMN ONE</th>
<th>COLUMN TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Idea</td>
<td>Notes</td>
</tr>
<tr>
<td>Vocabulary</td>
<td></td>
</tr>
<tr>
<td>Key Words</td>
<td></td>
</tr>
</tbody>
</table>

Left-hand Corner | Name, date, subject

- Write study questions/main ideas here
- Consider the right-hand column the place for detailed information
- Use abbreviations
- Summarize in your own words
- Use symbols, color coding or highlighter to indicate important information, ideas/words that are unclear, relationships between ideas/information
- Include graphics
- Skip lines between ideas
## 3-Column Notes

3-column notes provide an additional column for questions, diagrams, native language clues, math answers, etc. This format works especially well with vocabulary, math, and important events.

<table>
<thead>
<tr>
<th>COLUMN ONE OPTIONS</th>
<th>COLUMN TWO OPTIONS</th>
<th>COLUMN THREE OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocabulary</td>
<td>Notes</td>
<td>Visual Representation</td>
</tr>
<tr>
<td>Word Problem</td>
<td>Work</td>
<td>Answers</td>
</tr>
<tr>
<td>Dates/Concepts</td>
<td>Notes</td>
<td>Significance of Information</td>
</tr>
<tr>
<td>Key concepts/Main Ideas</td>
<td>Notes</td>
<td>Questions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Left-hand Corner</th>
<th>Middle</th>
<th>Right-hand Corner</th>
</tr>
</thead>
</table>
| • Write study questions/main ideas and major topics here | • Consider the middle column the place for detailed information  
• Use abbreviations  
• Summarize in your own words  
• Use symbols, color coding or highlighter to indicate important information, ideas/words that are unclear, relationships between ideas/information  
• Include graphics  
• Skip lines between ideas | • Questions  
• Diagrams  
• Math Answers  
• Native Language Cues |
You can create leveled guided notes:

- Full Notes - full version of notes
- Highly Supported - strategically replace key words with blanks. This provides a high level of scaffolding.
- Moderately Supported - Strategically replace more key words and phrases with blanks.
- Outlines Notes - Eliminate most of notes so students have a note taking outline
**Interactive Notebooks**

- Help students organize and synthesize information with creative, interactive, and easily personalized activities.
- Teachers guide students
- Notes include drawings, diagrams, and 3-D elements
- Helps students become active, engaged, learners
- Allows teachers to differentiate learning
- Can use spiral notebooks/composition notebooks