**Cornell Notes**

The STAR Strategy:

 **S**et Up Paper

* Write name, class, date.
* Write title of notes.
* Draw line or fold paper to make two columns.

 **T**ake Notes

* In the right-hand column, write facts, details, explanations, definitions, etc.
* Do not worry about spelling.
* Use abbreviations, pictures, drawing, graphs, etc.
* Skip a line to separate important pieces of information.
* Dots, dashes, numbers, letters, etc., can also be used.

 **A**fter Class

* As homework, reread your notes.
* Make additions, deletions, or clarifications.
* Use a highlighter or underlining (different color pen) to emphasize important points.
* Now fill in the left hand column with the main ideas, and add questions, symbols, or pictures to complete the notes.
* Rewrite notes for neatness and readability if necessary.

 **R**eview Notes

* Review notes regularly: after class, weekly and before a test.
* Cover the right-hand column with blank paper. Either rewrite the right-hand column for memory, or review ALOUD.
* REFLECT: Summarize the notes; relate the subject to yourself and your personal experience.
* Work with a study buddy whenever possible.

**Notetaking Shortcuts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Use this… | When you mean this…  |  | Use this… | When you mean this…  |
|  W/ | with |  | e.g. |  |
| W/O | without |  | i.e. |  |
|  | increase/higher |  |  | therefore |
|  | decrease/lower |  |  | female |
| + or & | and |  |  | male |
| Initials | Names/places repeated throughout notes |  |  | maximum |
| \* | Important |  |  | each |
| @ | at, location |  |  | from |
| b/c | because |  |  | example |
| $ | money, costs, profits |  |  | including |
| = | equal, connected |  |  | quantity |
| ! | important, alert |  |  |  |
| ? | questions |  |  |  |
| b/f | before |  |  |  |
| / | interchangeable, connected |  |  |  |
| 4 | for |  |  |  |
| 2 | to, too, two |  |  |  |
| - | minus, less, decreased |  |  |  |
|  | leads to, becomes |  |  |  |