

## Cornell Note-Taking Method

**Notes Column (right):** Record the lecture here during class using short sentences and fragments that transcribe the facts you'll need.

- Eliminate unnecessary words
- Use bulleted lists for easy skimming
- Develop a vocabulary of abbreviations you always use (“ex” for “for example”)
- Leave plenty of white space between points so you can fill in sections later

**Cues Column (left):** After class, review your notes and jot down questions, key words, and memory joggers in this column to help connect ideas in the notes section.

- Use these cues during studying to help you recall salient facts in your notes
- Use cues as a way to test yourself by covering up the notes column and testing yourself with questions and keywords from the cues column

**Summary Area (bottom):** After class, when you create your cues, sum up the notes on each page in one or two sentences that capture the main ideas at the bottom of the page.

- Use the summary section to skim through your notes to find information.

<u>Key Words and Questions:</u>	Lecture: TEMPLATE
<u>Summary</u>	

## Cornell Note-Taking Example

<p><u>Key Words and Questions:</u></p> <p>Organism Organ Tissues Cells Organelles Molecule Atom</p> <p>What are the seven properties of life?</p> <p>What directs the pattern of growth and development of organisms?</p> <p>Homeostasis</p> <p>What interaction drives evolutionary adaptation?</p>	<p style="text-align: center;">Lecture: Intro to the Study of Life</p> <p><u>Hierarchy of Bio Origin:</u></p> <p><u>Organism:</u> unit of life  <u>Organ:</u> specific arrang. of diff tissues  <u>Tissues:</u> grps of sim cells forming a functional unit  <u>Cells:</u> basic units of struc &amp; func – lowest level of struc capable of performing all active life  <u>Organelles:</u> specialized bodies of molecules in cell  <u>Molecule:</u> 2 + atoms held together by covalent bonds  <u>Atom:</u> chem building blocks of all matter</p> <p><u>Properties of Life:</u></p> <ol style="list-style-type: none"> <li>1. Order: all other characteristics of life emerge from orgnsm’s complex orgnz’n</li> <li>2. Reproduction: orgnsms reproduce own kind –life from life</li> <li>3. Growth and development: heritable programs (DNA) direct pattern of growth and development, producing orgnsm characteristic of species</li> <li>4. Energy utilization: orgnsms take in nrg and transform it</li> <li>5. Response to environment: orgnsms rspnd to chng in the extern enviro</li> <li>6. Homeostasis: regulatory mechanisms maintain orgnsm’s intern enviro w/in tolerable limits, but extern enviro may fluctuate.</li> <li>7. Evolutionary adaptation: Life evolves as a result of interac’n  <div style="text-align: center; margin-top: 5px;"> <span>orgnsm</span>    <math>\longleftrightarrow</math>    <span>enviro</span> </div> </li> </ol>
<p><u>Summary</u></p> <p>Life is organized by levels of biological structure. These levels increase in complexity from the lowest (the atom, the chemical building blocks of all matter) to the most complex (the organism, the unit of life). Some properties are common to all life. These properties include order, reproduction, growth and development (directed by DNA), energy utilization, response to the environment, homeostasis, and evolutionary adaptation.</p>	