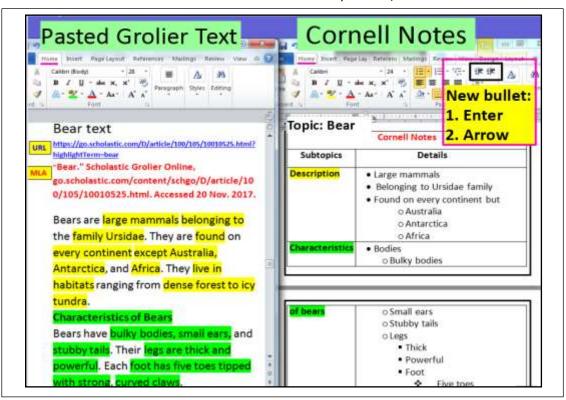
How to Write Fantastic Cornell Notes about

SPS Book and Database (Grolier, Newsbank & Bigchalk) Text



- 1. <u>Open Cornell Notes</u> and <u>split your computer screen</u>. (Please note, if you are reading a book, do *not* split your computer screen. Read the book and enter information about it directly into Cornell Notes.)
 - Place your pasted SPS database text on the left.
 - Place your Cornell Notes on the right.
- 2. **Preview** the text.
 - Scroll down to survey the text.
 - Notice if there are any headings.
 - Headings=automatic subtopics
- 3. Read the text in its entirety.
- 4. **Reread** the first paragraph.
 - After you've read the first paragraph again, ask yourself, "What is this paragraph about?"
 - Type the topic of the first paragraph in the Subtopic section of your Cornell Notes.
 - Highlight the subtopic in a color of your choice.
- 5. Reread the first paragraph one more time.
 - Highlight details about the subtopic in the pasted text in the same color as the subtopic.
 - Detail fact-phrases should not exceed six consecutive words.
 - Organize details by their classification on Cornell Notes.
 - Larger details appear as solid bullet points.
 - Smaller details about the larger details are indented and appear as hollow bullet points.
 - How to add and indent/outdent bullet points=1) Enter on the keyboard
 - 2) Indent/Outdent arrows



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