



# Literacy T-Chart Cornell Notes

## CIP 10.0399 Graphic Communications, Other

**Identify and summarize key ideas and support details of texts.**

Program Task:	PA Core Standard: CC.3.5.11-12.B
203: Explain the design process workflow.	Description: Determine the central ideas or conclusions of a text; summarize complex concepts, processes, or information presented in a text by paraphrasing them in simpler but still accurate terms.

Program Associated Vocabulary:	Reading Associated Vocabulary:
Publishing Printing Media distribution Essential graphic design Visual communication Electronic imaging Digital illustrations Thumbnail Rough and comprehensive layouts Design process workflow	Summary Paraphrase Key Ideas Details

Program Strategy:	Literacy Strategy:
<p>Use the Cornell Notes strategy to ensure that students develop good notes that differentiate between central ideas and supporting details. Since Cornell Notes were originally designed to help students organize notes on law cases, it will be an especially effective strategy for this lesson.</p> <p>After introducing the Cornell Notes strategy and before starting the assignment, present the following prompt to the students:</p> <p><i>You have recently been hired as the creative director at a full-service book design studio. Your first task, according to the manager, is to develop a multi-media presentation on art and copy preparation of book covers to be used in training your graphic artists.</i></p>	<p><i>Whole Group</i></p> <p>Introduce the concept of Cornell Notes by sharing a short passage with students and modeling how to locate the main idea and supporting details. You can mark the passage by underlining, circling or highlighting the main ideas and details. Have students look for the topic or thesis statements to identify the points.</p> <p>To further practice differentiating between levels of ideas, provide a list of statements and have students group them. Some statements should be key ideas and others support for the ideas. You can provide this on a sheet of paper or have slips for students to manipulate. One example is below (each cell would be a different slip), although you can choose different statements from your content area.</p>

Program Strategy:	Literacy Strategy:
<p><i>Each step in the design process workflow needs to be clearly laid out in the training. Your manager knows that books are judged by their covers, so she wants the process workflow streamlined across the graphic arts division.</i></p>	<p>Healthy food choices provide energy for daily activities.</p>
<p><i>Research other book cover design companies and develop a multi-media presentation on detailed workflow processes, including a design checklist, that could be used by graphic artists. Keep your notes in the Cornell Notes format. Determine the most effective way to organize the information so that it can be searched quickly.</i></p>	<p>A full day's menu should be a balance of food types.</p>
<p>Brainstorm with students key word searches for researching other book cover design companies and their workflow processes. Use the brainstormed list to generate a list of potential search terms.</p>	<p>Snacks can be a part of healthy living.</p>
<p>Provide students with the opportunity to research workflow processes used in book cover design via on-line sources or through graphic art software manuals, if available.</p>	<p>Fresh fruit and protein are good choices for snacks.</p>
<p>Monitor student work by checking whether they are</p> <ul style="list-style-type: none"> <li>• Documenting sources</li> <li>• Selecting a variety of online book cover workflow process resources</li> <li>• Identifying key ideas and supporting details</li> <li>• Including a design checklist</li> <li>• Writing concise and accurate summaries of the workflow process</li> </ul>	<p>Healthy lifestyles require enough hydration.</p>
<p>As needed, offer coaching to help students stay on track.</p>	<p>Healthy liquids can include water and other drink that are not heavy in sugar or caffeine.</p>
<p>As an extension, have students create and produce sample book cover designs to go along with their presentations. Have them present their book cover designs to an authentic publishing agency or online book cover design company. Students can use the feedback to improve their products.</p>	<p>Have students share groups and explain choices.</p>
<p><i>Guided Practice</i> Provide student pairs with two different but related articles. Have each student read and mark one text. After reading, have students determine the "big ideas" to go in the left column. They then add information from both articles to the right column. Make sure the students note sources.</p>	
<p>Notes in the right column can use abbreviations, symbols, graphics or illustrations.</p> <p>After completing their notes, have teams collaborate to write a brief summary statement at the bottom. You may limit the summary in some way (e.g., one sentence, 25 words or less).</p> <p><i>Application</i> Provide students with a foundational text on the topic or have them locate a relevant article. Have them complete a Cornell Notes sheet for what they learn from the passage. They will continue to take notes throughout a project or module. Notes will be essential for completing writing tasks or taking a summative assessment.</p> <p>In debriefing, use the following questions:</p>	

Program Strategy:	Literacy Strategy:
	<ul style="list-style-type: none"> <li>• How did you (your group) decide which were main ideas and which were supporting details? Why did you categorize them the way you did?</li> <li>• Why is it helpful to organize notes this way?</li> <li>• Why is it important to summarize notes?</li> </ul> <p>Listen for:</p> <ul style="list-style-type: none"> <li>• Understanding why knowing the difference in key ideas and supporting details is important.</li> <li>• It is important to have these notes for writing and studying for tests.</li> <li>• This activity is teaching the skill of classification.</li> </ul>

## Instructor's Script – Cornell Notes

Being able to correctly differentiate between key ideas and supporting details is an important skill. Cornell Notes allows students to record and categorize information for quick retrieval.

The Cornell Notes model provides a visual map for students to review content notes. It can easily be folded so that students focus on either “big ideas” or more detailed notes. The summary at the bottom is a quick reference resource.

It is critical that students record sufficient information that they can locate the original source from which the notes were taken. Students may use these notes as preparation for writing that would require documentation. They may also need to refer to the original source(s) for clarification.

## Common Mistakes Made by Students

Students sometimes miss the larger organizational structure of texts and therefore confuse whether statements are main ideas or supporting details. They then value all ideas equally, not understanding that some are more important than others to make points. Cornell Notes force students to make those distinctions.

Students also sometimes confuse summarizing and paraphrasing. A summary is always shorter than the original text and contains only the most important ideas. A paraphrase might be as long as or longer than the original, but it restates the ideas in a student’s own words. Paraphrasing helps students avoid plagiarizing.

## CTE Instructor's Extended Discussion

In this lesson, students are preparing a resource for future reference, potentially by themselves and others. For that reason, it is important that notes are as thorough as possible. While illustrations and abbreviations are helpful, they need to stand the test of time. That is, if the notes will be references several weeks in the future, the reader would still be able to understand the information.

This is a highly technical program area and specific task. For that reason, vocabulary will be critical. Ensure that students can define technical language, even if they need to access another resource.

## Sample Questions

### Career and Technical Concepts

Question	Answer
<p>In the design workflow at a digital agency, which step would contribute to the community of designers and provide opportunity for valuable feedback?</p> <p>A. Pay attention to details. B. Put your thoughts on paper. C. Choose your typography. D. Show your work in progress.</p>	D. Show your work in progress

### PA Core Reading Concepts

Question	Answer
<p>Which would be an accurate summary of the paragraph below?</p> <p>While Netscape, Ballmer and DVDs have largely been replaced over the past 22 years, Craigslist.org has persisted as one of the last true dot-com era holdovers to still dominate the web. The online classifieds service was the 46<sup>th</sup>-most-visited website in the U.S. in March, according to comScore, attracting some 59 million unique visitors – more than Expedia.com and the website for the Wall Street Journal. It's also an incredibly successful business, bringing in enough money by Forbes estimates to make Craig Newmark a billionaire. (Forbes, May 6, 2017)</p> <p>A. Craigslist remains a popular and successful web service. B. Netscape, Ballmer and DVDs have been replaced by Craigslist. C. Craig Newmark is a billionaire because of his website. D. Craigslist attracts more than 59 million visitors.</p>	A. Craigslist remains a popular and successful web service.