



Task Title: Note Taking Strategies Course

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will take a short online course about note taking strategies and reflect on strategies that may work well for them.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Write continuous text/B2.3
- Use Digital Technology/D.3
- Manage Learning/E.2

Materials Required:

- Pen/pencil and paper and/or digital device
- Computer

Notes for Instructors/Practitioners

The Cornell Note-Taking Strategies course is freely available online and does not require learners to create an account or enter any personal information. There are optional quizzes throughout the course asking questions about why and how notes are used, which strategies learners are currently using, and how they may wish to improve their note-taking. The entire course could take over an hour to complete, but can also be taken in sections. If this task would benefit your learner, it may be helpful to review the course modules in advance and determine which ones your learner could complete to meet their goals.

The “Compare and Learn” module near the end of the course requires learners to discuss their note-taking ideas with others. This activity will only work if multiple learners have completed the online course and can discuss with each other. This is an optional B1.2 Competency which could be added to this task.

Learner Information

Learning how to take notes is important for student success. Secondary and post-secondary students need to learn which note-taking strategies work for them. The Cornell Note-Taking Method is a popular note-taking strategy that helps students summarize and review study information.

Go to the Cornell Note-Taking Strategies course page and take the course. Your instructor may suggest taking one or two modules instead of the entire course. Discuss with your instructor before starting.

<https://canvas.cornell.edu/courses/1451>

Work Sheet

Task 1: List three (3) strategies from the Cornell Note-Taking System that could help you with your studying.

Answer:

Task 2: List three (3) ways you could measure success when using these strategies.

Answer:

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Task 3: Identify one goal you have that is related to note-taking. Write a short paragraph describing your goal and how you will measure success. Use at least one strategy you learned in the course in your response.

Answer:

Answers

Answers will vary.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			
B2.3	writes texts to present information, summarize, express opinions, present arguments, convey ideas or persuade			
	manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks			
	selects and uses vocabulary, tone and structure appropriate to the task			
	organizes and sequences writing to communicate effectively			
D.3	manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks			
	makes inferences to interpret icons and text			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
E.2	sets realistic short- and long-term goals			
	begins to identify how skills and strategies can transfer to different contexts			
	begins to identify ways to improve performance			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):