Strategy: Cornell Notes

Divide the paper into three sections. *(or use a template found on pages 2-3 of this document)*

- Draw a dark horizontal line about 5 or 6 lines from the bottom.
- Draw a dark vertical line about 2 inches from the left side of the paper from the top to the horizontal line.

Label your document

- Write course name, date and topic at the top of each page.

Using this system to write notes during class/lecture

- Use the larger box on the right to take notes on the lecture.
- Be sure to include all diagrams, graphs or charts demonstrated in class.
- No need to use complete sentences. Use abbreviations whenever possible. Develop a shorthand of your own, such as using & for the word "*and*".
- Use the box on the left to list key topics, brief phrases, or create your own test questions based on your notes.

Using this system to write notes on text

- Use the larger box on the right to take notes on each topic within the reading.
- Use the box on the left to list key topics, questions to answer, or subheadings from the reading
  selection.

Review and clarify

- Review the notes as soon as possible after class or completing a reading assignment.
- Highlight any confusing parts and ask your teacher, a classmate, or consult your textbook for clarification.

Summarize

- Write a summary of the main ideas in the bottom section.

Review and Study

- Fold the paper to quiz yourself by looking at each topic written on the left and define or explain the answer in your own words before looking at your notes.

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