



## 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.



