

How do I take Cornell Notes?

Topic of the Notes:

Name:

Block:

Date:

Step Two

1. In this column, write down the main ideas to summarize the content in the right column - reduce the notes using a few key words or key phrases.

2. Write questions about the specifics in the right column.

Step One

- Take notes about what you read in your textbook and what your teacher says in class.
- Include specific information.
- Make lists and categorize.
- Use abbreviations/symbols/graphics as necessary.
- Make your notes user-friendly.
Skip lines between ideas.
Indent to offset subtopics.



Draw a line to create two columns.
The left column should be about
1/3 of the page.

Step Three

Write a 2 – 3 sentence summary of what you've learned.

Interactions with your notes

1. Take notes in the right column during class or textbook reading.
2. Refine your notes in the right column. Fill in the things you missed. Ask classmates for help filling in the blanks.
3. Add questions/main ideas in the left column.
4. Write a short paragraph summary of the lecture or reading at the bottom of the page/section.
5. Fold over your notes and “flashcard” the notes.

Q: This is stupid busywork. I'm not taking notes this way.

A: Just because it's different doesn't mean it's a bad way to take notes. Studies show that more interactions with your notes = higher scores on assessments. There's a powerful body of research that shows if you don't use this system...you're missing out.