

How to Take Cornell Notes

Title Your Page

Processing Column:

What: Should include:

- Questions
- Key words
- Review/test alerts
- Reminders
- Connections to prior knowledge
- Pictures
- Diagrams
- Other examples

Width: 1/3 of the page or about 2.25 inches

When: Do the processing column and summary section at home the SAME night you took the notes

Directions:

1. Write all class notes in the main section (right side of the paper; 2/3 width)
2. Include a section title, date, and page number
3. Review your notes
4. Highlight important information in your notes (not just the vocabulary words) that you want to stand out

*** We may also include foldables, video notes, class discussions, labs, handouts, etc. on the INPUT section of your INB.

Summary:

- Written on the bottom 2-3 inches of the paper after the day's notes
- Summarize IN YOUR OWN WORDS what the notes are about
- You should include the most important points of the notes