Note taking and Making a Review Sheet  (TEMPLATE)

- Whether you are taking notes in class or making a review and summary sheet as a study guide, keep these tips in mind.

  **Video Resource:** "Taking Notes: Crash Course Study Skills #1 "
  [https://www.youtube.com/watch?v=E7CwqNHn_Ns](https://www.youtube.com/watch?v=E7CwqNHn_Ns)

- Be organized!
  - One notebook per course, or sections in a single notebook
  - Use titles (topic title, headings from your book) and dates on every page

- Make it easy!
  - Develop a “short hand” or “code” using symbols, like arrows, and shortcuts that make sense to you
    - b/c = because, w/ = with, b/t = between, => implies, leads to
    - math symbols + - < > etc., ☺ pros ☹ cons etc....
  - Use colors/symbols/underline for headings, vocabulary, ? questions for follow up etc.

- **Prioritize!** - Don’t write everything; write repeated, stressed info (this will improve with practice)

- Review! – go back over soon after taking them, fill in blanks or things you missed, answer questions, write out full definitions, double check details, summarize in your own words.

### The CORNELL METHOD

- The Cornell method of notetaking has proven effective for many, many students – but it is just one method.

  - The basic idea is to have:
    - a TITLE at the top,
    - HEADINGS or CUES down the side,
    - DETAILED NOTES to the right.
    - And then, at the bottom of the page, as SUMMARY.

- As a study sheet, try using this to fit 1 chapter on to 1 A4 page! (template below)! Then you have a quick review of all the most important, organized info.

- Of course, you can adapt this to your brain, your needs, your course... Simplify it? Expand it? Use colors?

- **The key is to develop a consistent, clear, EASY habit in your note taking.**

![Cornell Notes Template](https://example.com/cornell-notes-template)

**LEFT** is a short, visual summary of the Cornell method.

**HERE** is an example of using the Cornell method to take notes about taking notes.

Other resources:

1) WIKI HOW: Take Cornell Notes [https://www.wikihow.com/Take-Cornell-Notes](https://www.wikihow.com/Take-Cornell-Notes)
2) Short How-to VIDEO specific to Cornell Notes: [https://www.youtube.com/watch?v=IsR-10piMp4](https://www.youtube.com/watch?v=IsR-10piMp4)
**Cornell Note-taking Template**

Topic of study (or article title & author):

<table>
<thead>
<tr>
<th>Questions/key words</th>
<th>Notes on information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New vocabulary: Summary (1-2 sentences):