**CORNELL NOTE TAKING MADE EASY**

**Steps**

1. **Take out a lined piece of paper and fold the left side off to the red margin** . This should result in a smaller left column and a larger right column.
2. **Label the top of the paper in the header space with the subject, the chapter, and the topic**. Include the date in the right corner.
3. **Skim the reading and look for the main ideas**. In many textbooks, the bold headlines are the main ideas. Have a basic knowledge of what you're about to take notes on and familiarize yourself with the format of the text. Look for vocabulary terms, which are usually bold or italicized embedded within the text.
4. **Begin to take notes**. In the right hand column, write down notes. You can write the main ideas as headings. You can follow these with bullet points; these are generally the most practical and easy to read. Remember that not every little detail is important and make sure that you can glance at your notes and know what you're talking about. Make use of abbreviations as well.
5. **When beginning a new topic, make sure to skip a line so that you could visually separate different topics**.
6. **After you have finished writing the notes down, go back to review your notes**. Are they clear and concise? Underline or circle vocabulary terms and make the definitions stand out by highlighting them. Highlight or underline other important information. Make any corrections or additions that are needed.
7. **Write down questions in the left hand column beside each main idea that will help you remember the material, or that you have about the information that you could in class for the next day**. You can ask higher level questions that are not answered in the notes, like "Why did...?" or "Predict what would happen if...?", these can deepen your learning of the material.
8. **Lastly, summarize your notes in a paragraph**. The paragraph does not have to include all details. It is supposed to reflect that you have a basic knowledge of what you have just read.You might ask yourself, "How would I explain this information to someone else?"

**[Edit](http://www.wikihow.com/index.php?title=Take-Cornell-Notes&action=edit&section=2" \o "Edit section: Tips) Tips**

* Highlight key information.
* Make sure you have all the notes down. If you miss a day of school, ask to use your friend's notes but be sure to return them!
* Copy diagrams and tables into your notes.
* Write your name or initials along with your teacher's name at the top of the page to avoid losing it.
* Don't write too quickly or else your notes will be unorganized and messy.
* Number the sections with Roman or Arabic numerals.
* Use topic headings for main ideas and try to find a note for every 2 sentences depending on how long the section is
* Don't forget to underline important facts with a different colored pencil!
* When you're studying, have someone read off your topics, and then you answer.
* Treat your notes like an outline for a paper. Begin with a main idea and branch off with bullet points for the specific details.