

<b>Description and Example of modified Cornell Method of Note Taking</b>	
<b>Set-up</b>	<ul style="list-style-type: none"> <li>● Date and number each page.</li> <li>● Draw a vertical line down the left side of the page, 2 ½ inches from the margin. To the left of this line will be your <b>cue column</b>, to the right of this line will be your <b>notes column</b>.</li> <li>● Draw a horizontal line across the page, 2 inches from the bottom. This will be your <b>summary section</b>.</li> </ul>
<b>Record</b>	<ul style="list-style-type: none"> <li>● Record your notes during a lecture or while reading in the notes column.</li> <li>● Organize your notes with headings/titles, underlining, indentation, and or numbers or letters.</li> </ul>
<b>Review</b> (ASAP no later than 24 hours)	<ul style="list-style-type: none"> <li>● Review, reorganize, and clean-up your notes column.</li> <li>● In the cue column, write down questions that correspond to and <u>physically line up with</u> key ideas within the notes column. The more questions the better. Shoot for a minimum of five questions per page of notes.</li> <li>● Use the summary section to briefly describe the information contained on that page of notes. This is also a good place to list the page number(s) of corresponding information from the textbook.</li> </ul>
<b>Study</b>	<ul style="list-style-type: none"> <li>● Briefly review your notes (10 minutes) several times a week to retain what you have learned.</li> <li>● Cover up the notes column and use the questions in the cue column to quiz yourself, jog your memory, and develop further learning.</li> <li>● Use this process to discover cause and effect of issues, identify and define related terms, and connect related concepts.</li> <li>● Add to your notes each time you review.</li> </ul>