Taking and Using Cornell Notes

1. **Creating the Format**
   - **When:** Before lecture begins
   - **What you do:** Heading, essential question, line breaking off a 2.5" left column

2. **Organizing the Notes**
   - **When:** During the lecture
   - **What you do:** Record information, leave space, abbreviate, bullet/number, change pen color, indent

3. **Review and Revise**
   - **When:** 10-20 minutes after the lecture
   - **What you do:** Underline main ideas, cross out unnecessary information, highlight, and use symbols (?, *, !)

4. **Note Key Ideas**
   - **When:** 15 minutes to 24 hours after the end of the lecture
   - **What you do:** Chunk sections of related information, generate questions for various chunks

5. **Exchange Ideas**
   - **When:** After 15 minutes, this is an ongoing process
   - **What you do:** Examine other students' notes and fill in information, fill in info from textbooks, record understanding that you gain from tutorials on the subject

6. **Link Learning**
   - **When:** Within 24 hours
   - **What you do:** Use the essential question and questions that you have generated to create a three to five sentence summary of the material

7. **Learning Tool**
   - **When:** After 24 hours, after 7 days, after 30 days, before creating tutorial questions, when stuck on homework
   - **What you do:** Cover the right side and rework (answer) the left-hand questions, look over notes on the right side and identify other areas of confusion

8. **Reflect on Note-Taking**
   - **When:** Right before a test or directly following a test
   - **What you do:** Before a test, look at all of your notes from the unit, identify unanswered questions, and continue predicting possible test questions. After the test, look back at your notes and compare what you missed and where the information was (or should have been) in your notes; look at the gaps in your note-taking