

Two column note-taking  
(aka the Cornell method)

Main points/key words:	More detail:
Summarise in your own words:	



## Two column note-taking (aka the Cornell method)

Main points/key words:	More detail:
<p>Main points or ideas of lecture/lesson/meeting</p> <p>Cues and key words from reading or for revision</p> <p>Follow-up questions – add as these come up, ahead of or after lesson / lecture / meeting / revision session</p>	<ul style="list-style-type: none"><li>• Notes do not need to be in full sentences, but they must make sense to you</li><li>• Notes may be limited to e.g. key facts, important vocabulary or dates</li><li>• Notes can be written or in picture form</li></ul> <hr/> <ul style="list-style-type: none"><li>• <i>Separate your ideas using space, colours, lines, highlighters...</i></li><li>• Leave yourself space so you have room to add details that you may miss the first time and so that you can make notes or draw connections between related information</li><li>• Abbreviations can be useful if they save you time and space, and if they are commonly used, but make sure that you will recognise them yourself when you look back over your notes</li></ul>
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