**Cornell notes template** – type over the words in the table

Adapt this however you want

Date: Module/subject/lecture number or book reference/page numbers

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| --- | --- |
| **Cue column** (after lecture or reading)  Key words  Questions about the information in the notes column. (Test yourself by folding the paper so you can only see this column.)  Comments or thoughts: what does this mean?  What links can you make with existing information or your own practice? | **Notes column** (during the lecture or reading)  Use your preferred note taking style here but try to boil it down to key points.  Use headings, bullet points, abbreviations, arrows, symbols, colour, mind maps, diagrams… whatever works for you.  Important facts, people, dates, theories, names, examples, case studies, formulas etc.  Paraphrase – use your own words.  Look/listen out for repeated or stressed information, e.g. ‘Most importantly...’, ‘In conclusion…’ etc.  Leave plenty of space.  If reading, note author, date, title etc. for referencing. |
| **Summary column** (after lecture or reading)   * Briefly summarise notes in your own words (2-4 sentences) * To-do list? * Related ideas/information/reading? | |