**Cornell Notes**

**To help me organize**

**Divide the paper into 3 sections :**

* Draw a dark horizontal line about 5 or 6 lines from the bottom of the paper. Be sure the line is dark
* Draw a dark vertical line about 2 inches from the left side of the paper .

**Document:**

* Write the course, your name, date and topic at the top of the page.

**Write Notes:**

**PARAPHRASE: THE ACT OF REWORDING, IN YOUR OWN WORDS**

* The large box to the right is for writing notes.
* Skip a line between the ideas and topics.
* Don’t use complete sentences- use abbreviations when possible: In class w/ (with), b/n (between), ppl (people), gov- (government) & (and)

**Question/Main Idea:**

* Pull out main ideas, key points , dates and people and write them in the left hand column.

**Summarize:**

* Write a summary (**A summary is a brief statement or restatement of main points**)