



At Poltair we **SORT** it!



## Cornell Note taking



Title	
Review column	Notes
Summary	

- 1) Use the **Cornell** note taking method
- 2) Divide your paper into 3 sections – a narrow left hand review column, a larger right hand notes column and a space at the bottom for a summary.
- 3) Add a title/subject of notes at the top
- 4) Make your main notes from a video, knowledge organiser or revision guide, leave room to add edits, abbreviate where possible
- 5) Once finished taking notes take time to review and clarify. Add the most important information, keywords or questions to the review column
- 6) Summarise all of your notes in a few sentences at the bottom