**NOTES:**

- The largest of the three sections for Cornell Notes is the "notes" section. In this section you will write the notes where:

* the main points of the reading are captured
* the notes are notes, not a word for word reporting of what was said or read
* record as many meaningful facts and ideas as you can. Use telegraphic sentences, but make sure you will be able to gain full meaning later. Write legibly.

**QUESTIONS:**

- The "questions" section is the area on the left.

* Contains at least 5 relevant questions of which 3 should focus on higher level thinking
* I recommend taking the notes first and then using the notes to create questions.
* The answers to the questions can either be found directly in the notes or they can require information in the notes combined with higher level thinking. *In some cases, you may write subheadings instead of questions in the left column.*

**SUMMARY:**

* This is at least a 2-5 sentence summary of what you learned.
* It is the most important and the most difficult at times. It should encapsulate the central issue of the notes.
* It should not begin with phrases such as "these notes are about...," "today, I learned....," etc.