

# Cornell Method Template

Subject/Topic: \_\_\_\_\_ Date: \_\_\_\_\_

Class/Chapter: \_\_\_\_\_ Page: \_\_\_\_\_

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[illegible]

| KEYWORDS / QUESTIONS | MAIN NOTES |
|----------------------|------------|
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|                      |            |

## SUMMARY

*At the end of the session, write a 3-5 line summary with the most important points:*

What did I learn today?

How does this connect to what I already knew?

What questions do I still have?

## QUICK USAGE GUIDE

### DURING CLASS/READING (Right column - Main notes):

- Write main ideas in your own words
- Use abbreviations and symbols to be faster
- Leave blank spaces to complete later
- Include examples and teacher explanations
- Draw simple diagrams when useful

### AFTER CLASS (Left column - Keywords):

- Review your notes within 24 hours
- Identify key concepts and write them in the left column
- Create questions you can use for review
- Add important definitions

- Highlight connections between topics

### ✓ AT THE END (Summary section):

- Summarize the most important points in 3-5 lines
  - Connect the topic with previous knowledge
  - Identify what you need to review or research more
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## TIPS TO MAXIMIZE THE CORNELL METHOD

### During note-taking:

- **Don't write everything** → Focus on main ideas
- **Use your own words** → Improves comprehension
- **Structure information** → Use bullets, numbers, indentation
- **Leave spaces** → To add information later

### In the keywords column:

- **Technical terms** important to the topic
- **Questions** that help you review
- **Concepts** that connect with other topics
- **Formulas** or key procedures

### For the summary:

- **Maximum 5 lines** → Forces synthesis
  - **In your own words** → Demonstrates understanding
  - **Connect ideas** → Creates an overview
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## USAGE EXAMPLES BY SUBJECT

| Subject | Keywords Column                           | Notes Column                         | Summary Focus                          |
|---------|-------------------------------------------|--------------------------------------|----------------------------------------|
| History | Dates, names, places, causes/consequences | Event sequence, context, importance  | Why was this event important?          |
| Science | Scientific terms, formulas, laws          | Processes, experiments, applications | How does this concept work in reality? |

| Subject     | Keywords Column                         | Notes Column                            | Summary Focus                           |
|-------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| Mathematics | Formulas, theorems, key steps           | Solved examples, methods, common errors | When do I use this technique?           |
| Literature  | Themes, characters, literary techniques | Analysis, important quotes, context     | What is the main message?               |
| Languages   | New vocabulary, grammar rules           | Usage examples, pronunciation notes     | How can I use this in conversation?     |
| Business    | Key concepts, frameworks, metrics       | Case studies, applications, strategies  | How does this apply to real situations? |



## CORNELL REVIEW ROUTINE

| Timeline                 | Action                        | Method                                                 | Time Needed   |
|--------------------------|-------------------------------|--------------------------------------------------------|---------------|
| Day 1 (Immediate)        | Complete keywords and summary | Fill in left column and bottom section                 | 10-15 minutes |
| Day 2 (24 hours later)   | First review                  | Cover notes, read only keywords, try to recall content | 5-10 minutes  |
| Day 7 (One week later)   | Second review                 | Quick review using only keywords and summary           | 3-5 minutes   |
| Day 30 (One month later) | Final review                  | Review before exams, connect with new topics           | 2-3 minutes   |



## CORNELL TEMPLATE VARIATIONS

### Standard Cornell (This template)

- 30% keywords / 70% notes
- Best for: Lectures, textbook reading

### Cornell for Problem Solving

| FORMULAS / STEPS            | PRACTICE PROBLEMS             |
|-----------------------------|-------------------------------|
| Key formulas and procedures | Worked examples and solutions |
| Step-by-step methods        | Problem variations            |

| FORMULAS / STEPS         | PRACTICE PROBLEMS  |
|--------------------------|--------------------|
| Common mistakes to avoid | Practice exercises |

## Cornell for Languages

| VOCABULARY / GRAMMAR   | EXAMPLES / CONTEXT             |
|------------------------|--------------------------------|
| New words and meanings | Sentences using new vocabulary |
| Grammar rules          | Conversation examples          |
| Pronunciation notes    | Cultural context               |

## Cornell for Research

| SOURCES / CITATIONS    | KEY FINDINGS / QUOTES       |
|------------------------|-----------------------------|
| Author names and dates | Important research findings |
| Page numbers           | Relevant quotations         |
| Key references         | Supporting evidence         |

## ADVANCED CORNELL TECHNIQUES

### Color Coding System:

- **Black:** Main content
- **Blue:** Definitions and key terms
- **Red:** Important formulas or critical points
- **Green:** Personal insights and connections

### Symbol System:

- ★ = Very important
- ? = Need to clarify
- ! = Surprising information
- → = Leads to / causes
- = = Definition

### Digital Cornell:

- Use table functions in Word/Google Docs

- Apps like Notion, OneNote, or Obsidian
  - Tablet apps with Cornell templates
  - Voice recordings linked to specific sections
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## CORNELL SUCCESS CHECKLIST

### Before class:

- ☐ Have Cornell template ready
- ☐ Review previous day's notes
- ☐ Prepare specific questions

### During class:

- ☐ Focus on main ideas, not every word
- ☐ Use abbreviations and symbols
- ☐ Leave space for clarifications
- ☐ Note when confused or need follow-up

### After class (within 24 hours):

- ☐ Complete keywords/questions column
- ☐ Write summary section
- ☐ Clarify any confusing points
- ☐ Connect to previous learning

### For review:

- ☐ Use spaced repetition schedule
  - ☐ Test yourself using keywords only
  - ☐ Identify gaps in understanding
  - ☐ Update notes with new insights
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 **REMEMBER:** The Cornell Method isn't just about taking notes—it's a complete learning system that includes active review and synthesis.