THE HEARTH

STUDENT SUCCESS CENTER

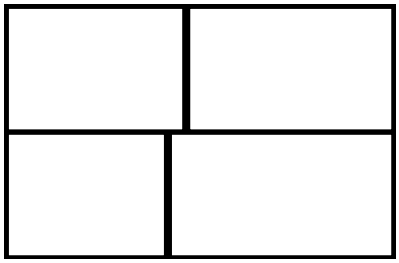
NOTE-TAKING SKILL

CORNELL NOTES

Main Ideas/Questions?	Notes
_____	_____
_____	_____
_____	_____
_____	_____

Summary

BOX NOTES



- ☐ Use box to separate topics.
- ☐ Write key words or details in each box.

OUTLINE METHOD

1. _____
   - A. _____
     1. _____
        - a. _____

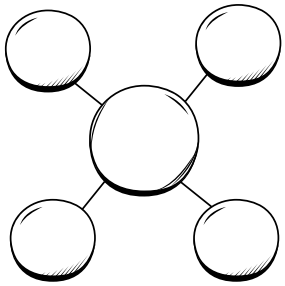
- ● Organize by headings and subheadings.
- ● Great for structured information.

CHARTING

Topic	Feature 1	Feature 2	Notes

- ☐ Compare and contrast information.
- ☐ Keep it simple and consistent.

MAPPING



- ○ Start with the main idea in the center.
- ○ Branch out with related details.

ABBREVIATIONS

&	and	etc	and others
@	at	gov't	government
=	equals	imp	important
ex	example	people	people
b/c	because	Q	question
b/f	before	w/	with
cont	continued	w/o	without

TEST-TAKING SKILLS

BEFORE THE TEST



- ✓ Get a good night's sleep.
- ✓ Eat a healthy breakfast.
- ✓ Arrive early and bring what you need.
- ✓ Review key concepts - don't cram.

DURING THE TEST



- ✓ Read every question carefully.
- ✓ Underline/circle key words (always, never, except, not.)
- ✓ Eliminate wrong answers first.
- ✓ Skip and return if stuck.
- ✓ Manage your time.
- ✓ Review answers if time remains.